



IAAPA[®]
EXPO

THE GLOBAL
ATTRACTIONS INDUSTRY'S
PREMIER EVENT.

CONFERENCE: Nov. 18-22, 2019 | TRADE SHOW: Nov. 19-22, 2019

ORLANDO, FL, US

EXHIBIT BOOTH LAYOUT SUBMISSION

ALL exhibitors must complete the Booth Layout Form online form by Friday, Sept. 20

If your booth is 20'x20' (6.10m by 6.10m) and larger, displaying Inflatables, and/or you are requesting a variance to the show rules, you must *ALSO* submit a drawing of the proposed booth layout to IAAPA for approval. Drawings must include a top and side view of the exhibit and indicate all dimensions. Any exhibitor attempting to build a booth greater than 20'x20' without IAAPA approval will not be permitted to set-up or **will be forced to close** their space until the design has been approved. In addition, late design drawing submissions are subject to a fine and/or loss of seniority as outlined [here](#).

Please provide IAAPA 10 working days to review/approve your booth layout. An e-mail will be sent to the e-mail provided on the form with approval or notating any corrections required.

Instructions

1. Go to www.IAAPA.org/ExpoProfile

The screenshot shows the IAAPA EXPO website header with the logo and event details. Below the header is a navigation menu with items like 'WELCOME', 'EXPO HALL', 'Schedule at a Glance', 'Educational Seminar Program', 'In-depth Learning Experiences', 'Special Events', and 'Events by Member Type'. A yellow banner below the menu states: 'The section of the web site that you are trying to access is available only to registered exhibitors. Please login to access this section..'. Below the banner is a login form with the following elements:

- Log in today to:**
 1. Update your eBooth to take full advantage of your online presence.
 2. Verify your contact information so attendees can connect with you.
 3. Review your program guide listing for accuracy.
- A password input field with a lock icon and the label 'Password'.
- A checkbox labeled 'Sign me in automatically'.
- A green 'Login' button.
- A link for 'Forgot your password?' with the text 'No worries. We can retrieve your password.'

2. Login using the password on the booth confirmation. You can also retrieve by clicking "retrieve" under "Forgot your password?" and using the booth contact's e-mail address. Otherwise, please contact exhibitors@IAAPA.org and we will send it to you.

3. Once logged in click “Exhibitor Required Documents”.

Booths

IAAPA Central #3831

- Edit Booth Info**
Manage the information that appears on your eBooth so attendees know to visit you on the show floor.
- My Account**
Print a copy of your account statement, see when the next payment is due or make a payment through the website.
- Manage Products**
Upload pictures and enter a description of the products you will be showcasing on the exhibit floor.
- Manage Press Releases**
Enter newsworthy information about your company, products and your presence at the show.
- Show Specials**
Will you be offering any specials at the show? Use this section to announce your show specials.
- eBooth Promotion Widget**
Advertise your presence at the show on your own website. Visit this page to learn how.
- Exhibitor Required Documents**
Submit information about your booth. 

4. Click “Booth Layout Form” link.

Booth	Custom Form	Form Status
3831	Insurance Certificate – Due Sept. 6	NOT SUBMITTED
3831	Booth Layout Form – Due Sept. 20 	NOT SUBMITTED
3831	Audience Participation Safety Form – Due Oct. 4	NOT SUBMITTED
3831	Exploration Station Exhibitors: Booth Carpeting – Due Oct. 18	NOT SUBMITTED

5. Note if your booth is 20’x20’ or larger, displaying an inflatable, and/or you are requesting a variance to the show guidelines, you must submit a PDF, GIF or JPG file drawing including a top, front and side view of the exhibit, and indicate all dimensions. Any exhibitor exceeding standard booth designs, especially rules concerning the height of their booth or line of sight, must also submit a drawing/diagram for proper assignment of space, regardless of contracted square footage. **Please do not submit the form until your booth layout is ready to review.**

If your booth does not fall under the above criteria, click “No”, add your contact information and click Submit. You are all set!

Refer to the [Booth Design/Display Guidelines](#) for height limits and other guidelines related to display items in your booth.