

## EXHIBIT BOOTH DESIGN SUBMISSION

All exhibitors must complete the Booth Design Submission online form by 17 April.

Raw space or special design exhibitors of any size, exhibits displaying inflatables, and shell scheme stands larger than 6m x 6m must also upload a drawing of the proposed booth layout to IAAPA Show Management for approval. Drawings must include all dimensions (front view, elevation, plan view), 3D perspective plan, and types of materials used. Booth design drawings must be submitted online to IAAPA Show Management by **17 April**. Once approved by IAAPA, the drawing will be sent to AMC/The Venetian® Macao for their review and approval.

Any exhibitor attempting to build a stand without IAAPA or the building 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 with approval or notating any corrections required.

### Instructions

1. Go to

[https://s15.a2zinc.net/clients/IAAPA/iea2020/Public/e\\_Login.aspx?FromPage=e\\_ExhibitorConsole](https://s15.a2zinc.net/clients/IAAPA/iea2020/Public/e_Login.aspx?FromPage=e_ExhibitorConsole)

2. Login using the password on the booth confirmation. You can also retrieve by clicking the "retrieve" link and using the booth contact's e-mail address.

- Once logged in click "Exhibitor Required Documents".

### Booths

IAAPA Central #250

**Booth Info**

Manage the information that appears on your eBooth so attendees know to visit you on the show floor.

**Products**

Upload pictures and enter a description of the products you will be showcasing on the exhibit floor.

**Press Releases**

Enter newsworthy information about your company, products and your presence at the show.

**Show Specials**

Use this section to announce your show specials you plan to offer at the show.

**Exhibitor Required Documents**

Submit additional information to show management about your booth.

- Click "Booth Layout Submission" link

Booth	Custom Form	Form Status	Due Date
250	<a href="#">Booth Layout Submission – Due 17 April</a>	NOT SUBMITTED	4/17/2020
250	<a href="#">Audience Participation Safety Form – Due 1 May</a>	NOT SUBMITTED	5/1/2020
250	<a href="#">Best Exhibit Awards – Due 22 May</a>	NOT SUBMITTED	5/22/2020

- Raw space or special design exhibitors of any size, exhibits displaying inflatables, and shell scheme stands larger than 6m x 6m must also upload a drawing of the proposed booth layout as a PDF, GIF or JPG file drawing including types of materials used, front view, elevations, plan view and perspective view, and indicate all dimensions of display components including height. 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.

Refer to the [Key/Important Show Information](#) document for height limits and other guidelines related to display items in your booth.