

EXHIBIT BOOTH DESIGN SUBMISSION

All exhibitors must complete the Booth Design Submission online form by 30th July 2021.

Space only or special design exhibitors of any size and exhibitors displaying inflatables must also upload a drawing of their 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.

Please note all space only exhibitors must provide a wall/s between their booth and any neighbouring exhibitors. Walls must be solid and a minimum of 2.5m in height. 3m deep booths are permitted to build to a maximum of 2.5m high.

Booth design drawings must be submitted online by 30th July 2021. Once approved by IAAPA the drawing will also be shared with the venue for approval.

Any exhibitor attempting to build a stand without IAAPA and, if relevant, venue 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 form submissions may be subject to a fine and/or loss of seniority as outlined [here](#).

INSTRUCTIONS:

1. Go to:
https://s15.a2zinc.net/clients/iaapa/iee2021/Public/e_Login.aspx?FromPage=e_ExhibitorConsole
2. Login using the password on the exhibitor confirmation. You can also retrieve this password by clicking the 'retrieve' link and using the booth contact's email address

3. Once logged in click 'Exhibitor Required Documents'

4. Click 'Booth Layout Form' link and follow the instructions

Remember to refer to the stand build guidelines for height limits and other guidelines relating to your stand build.