



EXHIBIT BOOTH DESIGN SUBMISSION

All exhibitors must complete the Booth Design Submission online form by 29th July 2022.

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. A suitable back wall is also required for perimeter booths. Exhibitors cannot make use of the hall wall as their back wall. 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 29th July 2022. 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: Click

1. https://s15.a2zinc.net/clients/iaapa/iee2022/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

A screenshot of the IAAPA exhibitor login page. The page has a light blue background. At the top, there are navigation links: 'WELCOME', 'EXPO HALL', 'EXHIBITORS', and 'MY BRIEFCASE'. A message box states: 'The section of the web site that you are trying to access is available only to registered exhibitors. Please log in to access this section.' Below this, there is a 'Log in today to:' section with three bullet points: '1. Update your eBooth to take full advantage of your online presence.', '2. Verify your contact information so attendees can connect with you.', and '3. Review your program guide listing for accuracy.' To the right, there is a login form with a password field (masked with dots), a 'Stay signed in' checkbox, and a green 'Login' button. Below the login form, there is a link for 'Forgot your password?' and a note: 'No worries. We can retrieve your password.'

3. Once logged in click 'Exhibitor Required Documents'

A screenshot of the IAAPA exhibitor dashboard. The page has a light blue background. At the top, there is a header with 'IAAPA' on the left and 'Booth #2016' on the right, with a 'Click here to preview' link. Below the header, there are four main sections: '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.), and 'Show Specials' (Use this section to announce your show specials you plan to offer at the show.). At the bottom, there is a section for 'Exhibitor Required Documents' (Submit additional information to show management about your booth.)

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.