



BOOTH APPROVAL INFORMATION

Please carefully review the Exhibit Construction Guidelines.

ISSA APPROVAL

Booths exceeding 1,000 sq. ft. are to provide ISSA with a scaled drawing indicating all dimensions, concepts, and construction, for approval by ISSA.

Advanced Approval is required for:

- 1,000 sq. ft. or more
- Peninsula or Split-Island Booths
- Island booths exceeding 1,000 sq. ft.
- Double decker and/or covered booths
- Hanging signs/banners/truss
 - See specific guidelines in the **2017 Booth Construction Guidelines**

Submit booth drawings, complete with specifications, no later than **Monday, July 31** to:

Mandy Marneris

Phone: 847-982-0800

Fax: 847-982-0819

Email: mandy@issa.com

LAS VEGAS CONVENTION CENTER APPROVAL

Booths exceeding 1,000 sq. ft., or if the booth is multi-level or covered, are to provide the LVCC with a scaled drawing indicating all dimensions, concepts, and construction, for approval. Booth approvals should be submitted to BOOTHPLANS@LVCVA.com by **Monday, July 31**.

**Note: all layouts must be approved by ISSA first.*

HANGING SIGN

Complete and return the *Hanging Sign / Assembly Labor Order Form* to GES by **August 18, 2017**. To receive the discount price, you must complete and return the Hanging Sign / Truss Labor Order Form with hanging sign instructions and the payment & credit card charge authorization by **August 18**. The hanging sign must also arrive at the GES warehouse by September 5 to receive the discount price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Please contact Mandy Marneris (mandy@issa.com) with any questions or concerns.