



## EXHIBITOR SERVICE MANUAL

November 18-21 | Las Vegas, NV  
Las Vegas Convention Center

### BOOTH APPROVAL INFORMATION

Please carefully review the Exhibit Construction Guidelines.

When a booth exceeds 400 sq. ft., the exhibitor is to provide ISSA with a scaled drawing indicating all dimensions, concepts, and construction, for approval by ISSA.

If your booth configuration requires approval, please submit your drawing with complete specifications to ISSA no later than Monday, September 2<sup>nd</sup>.

Advanced Approval is required for:

- 400 sq. ft. or more
- Hanging signs/banners/truss
  - See specific guidelines in the [exhibit construction guidelines](#)
- Booth designs exceeding 12 ft. in height.
- Double decker and/or covered booths.

GES & the Las Vegas Convention Center also require advance booth layouts. All layouts must be previously approved by ISSA. Please see specific instructions and deadlines in the Exhibitor Service Manual.

**Send your booth drawings no later than September 2<sup>nd</sup> to:**

Attn: Leah Mrazek  
7373 N. Lincoln Ave.  
Lincolnwood, IL 60712

Phone: 847-982-0800

Fax: 847-982-0819

Email: [leahm@issa.com](mailto:leahm@issa.com)

Please contact Leah Mrazek ([leahm@issa.com](mailto:leahm@issa.com)) with any questions or concerns.