

**MANDATORY FORM – BOOTH LAYOUT & FURNITURE**

**IMPORTANT POLICY INFORMATION ON BOOTH**

In an effort to help meet everyone’s expectations for a timely and efficient booth set up, the following points should be considered.

**Interior Wall Set Up**

The interior wall set-up for booths which are 20’x20’ and larger will be free of charge, provided that a detailed layout is submitted to GES no later than **Friday, July 25, 2014**.

*Requests submitted for interior walls after Friday, July 25, 2014 will be billed at \$50 per meter panel.*

½ meter support returns will be installed where necessary to ensure stability and safety.

**Design Modification**

Each exhibitor is welcome to personalize the interior of their booths. All modifications and/or non-booth package materials used must be provided to show management (via a visual diagram or rendering) and GES for approval no later than **Friday, July 25, 2014**. We need to know of your desired changes in order for us to provide the necessary labor on show site. Labor required on show site which has not been requested by Friday, July 25, 2014 will be billed at the prevailing show site rates (check the GES Section of the ESM for rates).

**Furniture Placement**

Booth furniture will be laid out according to show management merchandising recommendations. If you desire a different configuration of furniture in your booth, a detailed layout will need to be submitted by Friday, July 25, 2014. Labor to reposition furniture on show site will be billed to the exhibitor at prevailing show site labor rates.

**Booth FURNITURE Opt-out**

It is your prerogative to opt-out of using booth package furniture. We ask that you inform show management and GES if you do NOT want furniture items delivered to your booth (i.e., display shelving, tables and/or chairs). This will save everyone much aggravation on show site and allow for proper inventory to meet the needs of those who order additional booth package furniture. Please mark the box below if you wish to opt-out of booth package furniture.

**Please fax to: (866) 239-7437 or (702) 263-1520 (international exhibitors)**

**FN PLATFORM, AUGUST 18-20 (MONDAY, TUESDAY & WEDNESDAY)**

Exhibitor Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

**Opting out of ALL booth package furniture (all tables, chairs and shelving)**

**OR**

**List specific items for non-delivery:**

\_\_\_\_\_

\_\_\_\_\_