



EXHIBITOR SERVICE MANUAL

November 18-21, 2019 | Las Vegas, NV
Las Vegas Convention Center

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 **2019 Booth Construction Guidelines**

Submit booth drawings, complete with specifications, no later than **Thursday, September 19th** to:

Allison Hill
Phone: 847-897-0026
Fax: 847-982-0819
Email: allison@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 August 20th.

HANGING SIGN

Complete and return the *Hanging Sign / Assembly Labor Order Form to GES by **October 28, 2019***. 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 **October 28**. The hanging sign must also arrive at the GES warehouse by October 28 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.