



LAS VEGAS CONVENTION CENTER • LAS VEGAS, NV  
MAY 19 – 21, 2024 • #ICSC

### EXHIBIT DESIGN SUBMISSION FORM

ALL EXHIBIT SPACES THAT ARE 400 SQUARE FEET OR LARGER MUST SUBMIT THIS FORM

#### COMPANY INFORMATION (Please print clearly)

Exhibiting Company Name

Booth Number (as it appears on your exhibit space confirmation)

Exhibit Size

Total Square Footage

Exhibitor (or appointed EAC) Contact Name

Contact Title

Contact Phone Number

Contact Email Address

Date Submitted

#### EXHIBIT STRUCTURE INFORMATION

PLEASE CHECK ONE

- ☐ Same Exhibit used at ICSC LAS VEGAS 2023
- ☐ Modification to Exhibit Structure used at ICSC LAS VEGAS 2023
- ☐ New Construction / New Exhibit for 2024

#### EXHIBIT DESIGN CRITERIA COMPLIANCE

PLEASE CHECK ONE

- ☐ All exhibit components are in compliance with the ICSC Design Rules and Regulations.
- ☐ Some items are in excess of the ICSC Design Rules and Regulations. A variance is requested for consideration.

#### FLOORING AND GES PARTITIONING WALL REQUIREMENTS

PLEASE CHECK ANY APPLICABLE

- ☐ We will be bringing our own flooring; GES gray carpet will **not** be required. *Please be sure to submit the supplied carpet information form before the deadline date.*
- ☐ We do **not** need the GES 8' high wall partitions

#### Important Notes and Information:

1. Submissions are due **no later than 12:00 p.m. EST on Friday, March 22, 2024.**
2. A completed Exhibit Space Design Submission Form must accompany each exhibit design submission for official review.
3. Incomplete submissions will not be reviewed and will be returned.
4. It is each exhibitor's responsibility (or appointed EAC) to thoroughly review the [ICSC 2024 LAS VEGAS Design Rules and Regulations](#).
5. Exhibit designs should be submitted each year only after the exhibitor has received space confirmation from ICSC to ensure guaranteed space size, location and orientation.
6. E-mailed submissions only (10MB maximum size). Mailed and faxed submissions will not be accepted.
7. Booth construction should not begin until an ICSC Exhibit Approval has been issued.
8. All submissions are reviewed in the order they are received with an average response time of two to three weeks from the date the design submission form is received.
9. EAC's representing more than one exhibit must submit exhibit designs separately to ensure proper ICSC approval and record for each exhibitor. **Batch submissions will not be accepted.**

Submissions must be sent to the following contacts **no later than 12:00 p.m. EST on Friday, March 22, 2024.**

- [ICSCdesignsubmission@ges.com](mailto:ICSCdesignsubmission@ges.com) for Exhibit Design Criteria compliance review and written approval
- LVCVA Fire & Safety - please review the ICSC Exhibit Design Rules to determine if your exhibit requires Fire Marshal review and approval [boothplans@lvcva.com](mailto:boothplans@lvcva.com)