

Island Booth Configuration Form

The Island Booth Configuration Form is required for any **booth 400 square feet or larger** - return no later than **April 6, 2017** to exhibitorservices@iddba.org or fax to 608-238-6330. Any island booth not receiving prior acceptance will not be allowed to set up until it is accepted by IDDBA.

Exhibiting Company:

Exhibitor Appointed Contractor (setup & teardown at show site):

Contact Name:

Address:

City/State/Country:

Zip/Postal Code:

Email:

Phone:

Design Company (designed the booth):

Contact Name:

Address:

City/State/Country:

Zip/Postal Code:

Email:

Phone:

Construction/Engineering Company (initial build of the booth):

Contact Name:

Address:

City/State/Country:

Zip/Postal Code:

Email:

Phone:

Booth Information:

Booth Number:

Booth Size:

Height at the tallest point of the booth layout:

Is it a multi-level booth?

What is the certified maximum occupant load for the second story?

Describe booth, including all areas where people walk under ceiling, lights, tv, signs, etc.:

Materials used in construction of booth:

What type of light fixtures will be used, if any? What type of light bulb (incandescent, florescent, halogen) will be used? Where will they be placed?

I have enclosed the following required items: (Be sure all are included/checked before submitting.)

- ☐ Rendering (sketch or picture of detailed side views, including height/width/dimensions).
- ☐ Footprint drawing (top-down line drawing of booth, including dimensions).
- ☐ An original scaled blueprint of the plan with original registered engineer signature and original engineer stamp (3 copies are required for two-story booths only), and be accompanied by a letter from the engineer or architect stating that the booth conforms to the current Uniform Building Code. Blueprint must also include the exhibitors name, booth #, directional information (i.e., neighboring booths), maximum height, the show name and dates.
- ☐ The exact positioning of the booth in relation to surrounding booths, including measurements.

For more information or if you have questions, please contact:

Exhibits Team

636 Science Drive, Madison, WI 53711

Phone: 608-310-5000 Fax: 608-238-6330

Email: exhibitorservices@iddba.org