


All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Form Deadline Date:
January 5, 2018

 **Tips**

Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back of Booth Number (indicate adjacent booth or aisle number: _____)

<p>Indicate Adjacent Booth or Aisle Number:</p> <hr/>										<p>Please note the following requirements must be met in order for Booth Layout to be accepted:</p> <ul style="list-style-type: none"> • Orientation listed • Main Drop Location (MDL) listed • Power distribution points listed • Readable/Legible
										<p>Indicate Adjacent Booth or Aisle Number:</p> <hr/>

Front of (indicate adjacent booth or aisle number:)

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520