



## EXHIBITOR SERVICE MANUAL

October 29 - November 1 | Dallas, TX  
Kay Bailey Hutchison 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 **2018 Booth Construction Guidelines**

Submit booth drawings, complete with specifications, no later than **Friday September 28** to:

Allison Hill

Phone: 847-897-0026

Fax: 847-982-0819

Email: [allison@issa.com](mailto:allison@issa.com)

#### HANGING SIGN

Complete and return the *Hanging Sign / Assembly Labor Order Form* to GES and the *Exhibitor Sign-age and Rigging Inspection Form* to Kay Bailey Hutchison Convention Center by **October 5, 2018**. 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 5**. The hanging sign must also arrive at the GES warehouse by October 23 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.

Please contact Allison Hill([allison@issa.com](mailto:allison@issa.com)) with any questions or concerns.