

If your exhibit includes multiple levels or consists of a covered by a roof, ceiling, and/or canopy that is 300 square feet or greater, approval must be given. Requests for multi-level and/or covered exhibits (including canopies) must be reviewed by Show Management and the Fire Marshal. To ensure the success of your exhibit, please comply with the following guidelines:

Follow the detailed instructions below to submit your plans for approval.

- 1) Plans must be signed, sealed (with official seal) and dated by a registered architect or engineer. You must also have a certificate of fire retardant with your plans.
- 2) Plans should be clearly marked "Medtrade 2015, October 27-29, 2015" and include the exhibiting company's name and booth number.
- 3) Complete this form and submit it with one copy of your exhibit plans to each of the following

Megan Ellis
Medtrade 2015
1145 Sanctuary Parkway, Ste. 355
Alpharetta, GA 30009
Email: megan.ellis@emeraldexpo.com

Eric Ingvaldsen
Georgia World Congress Center
285 Andrew Young Int'l Blvd. NW
Atlanta, GA 30313-1591
E-mail: eingvaldsen@gwcc.com

- 4) Plans should be submitted sixty-days (60) prior to move-in by **August 24, 2015**.

Exhibiting Company:

Booth Number:

Contact Person:

Phone:

Fax:

Email:

For Office Use Only:

☐

Approved

☐

Denied

Fire Marshal Decision Received:

☐☐

Exhibitor Notified