

BOOTH DESIGN & ACTIVITY APPROVAL FORM

The items below require approval by HITEC Show Management to ensure compliance with show rules and help us plan for a smooth event. Only if applicable, submit this form and requested documentation to HITEC Show Management by **May 4, 2016**. A written response will be sent via email within 3 business days to the contact person on this form. Signs and displays that do not meet show regulations must be revised to comply before approval is granted.

HANGING SIGN OR OTHER RIGGING

Hanging signs are permitted for **island booth configurations only**. This includes signs that have been used at previous HITEC shows. Exhibitor must supply renderings for review.

Note: Please review the hanging sign regulations in the *Exhibitor Guide*. The maximum hanging height is 20' from the floor to the top of the sign.

Sign Dimensions (in feet/inches):

- Round – diameter: _____ Rectangular or Square – dimensions: _____
- Other Shape – description/dimensions: _____
- Other Rigging (cabling, truss, etc.) – description: _____
- _____

SPECIAL BOOTH LIGHTING

- Par Cans - quantity: _____ Other _____

SATELLITE INSTALLATION

Quantity: _____ Satellite Size(s): _____

CANOPY/CEILING (ENCLOSED) OR MULTI-LEVEL DISPLAY

Plans for covered exhibits must be reviewed by New Orleans Public Facility Management Inc. Any covered space that exceeds 100 sq. feet will require a tent permit and a fire extinguisher. For more details, please contact Show Management or the Ernest N. Morial Convention Center, New Orleans Public Facility Management.

Detailed plans of multiple-story or enclosed booths must be submitted at least two months prior to move in to Ernest N. Morial Convention Center, New Orleans Public Facility Management. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling. Booth plans must specify the maximum number of occupants, and must have a structural engineer's stamp certifying the maximum occupant load capacity. Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc. as required by Fire Prevention Officials. Contact Show Management and the MCC Public Safety Department for specific requirements for your exhibit.

Plans for multi-level exhibits must be reviewed and approved a minimum of sixty (60) days prior to the event. Contact Show Management for details.

- Multi-level Display Canopy/Ceiling

FOOD AND BEVERAGE SERVICE

All food or beverage products served in booths must be ordered from Levy Restaurants, the official convention center caterer.

Description: _____

Date(s): _____ Time: _____

COMPANY INFORMATION – please print

Company: _____ Booth Number: _____

Contact Person: _____

Phone: _____ Email Address: _____

Return completed form and documentation by May 4, 2016 to: Alison Heathcote at alison.heathcote@hftp.org or fax to +1 512-249-1533. Please direct questions to Show Management at +1 512-220-4029.