

# 2013 FLOOR PLAN SUBMISSION GUIDELINES: ISLAND & PENINSULA BOOTHS

NRA SHOW 2013

May 18-21, 2013 | McCormick Place | Chicago, IL USA

## DUE TO NRA MARCH 1, 2013

### DO I NEED TO SUBMIT FLOOR PLANS?

**Yes**, if your company is assigned to a **peninsula** or **island** type booth. You must submit floor plans of the proposed booth design to the NRA by March 1, 2013\*. Avoid costly changes onsite by getting your floor plans approved before the Show!

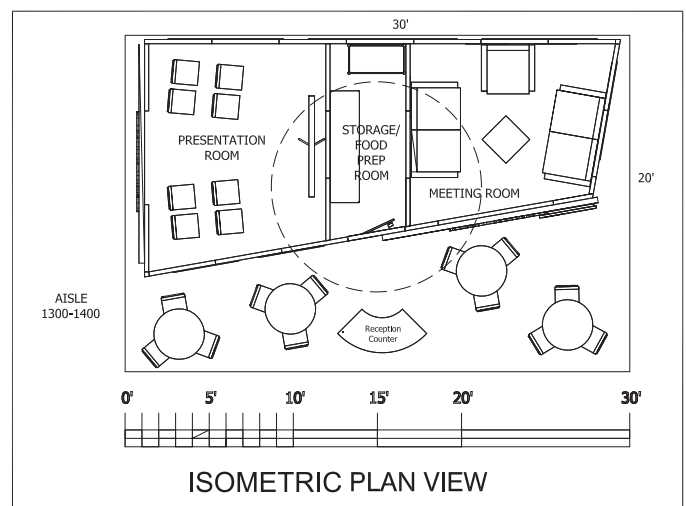
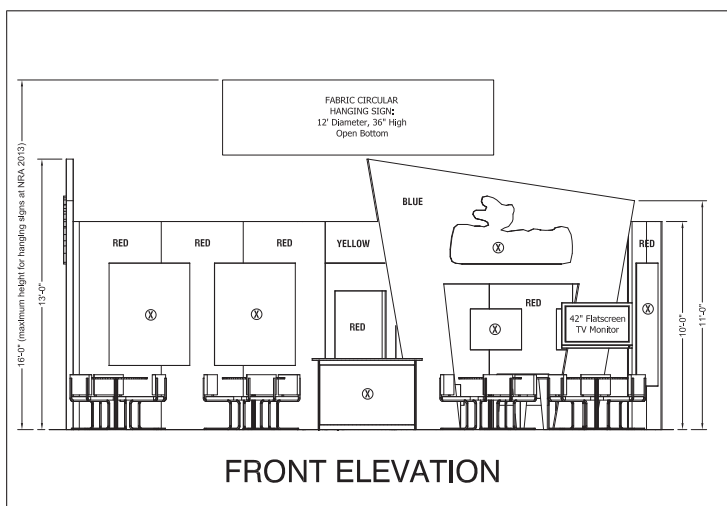
#### FLOOR PLANS MUST INCLUDE:

1. Front elevation and isometric plan views
2. Dimensions for all booth components
  - Back wall height and width
  - Side wall height and width
  - Product placement and height of each item
3. Placement, height and dimensions of hanging structures—signs and/or truss systems
4. Company name and booth number on floor plans

If your booth design includes hanging signs and/or truss system, you must also submit a floor plan to Global Experience Specialists. Refer to the GES Hanging Sign Labor Information form for more details.

If you are unsure of your booth type, please refer to your Confirmation Contract or call your Account Executive or 312.853.2525. Allow two (2) weeks for staff to review and approve your floor plans.

\* Booth designs not approved by the NRA in advance of the Show will not be permitted to move-in and install on the Show floor. NRA floor plan approval is for **Booth Design only**. See "Utility Port Access on Show floor" for further details.



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PLEASE TYPE "FLOOR PLAN APPROVAL" IN THE SUBJECT LINE OF YOUR EMAIL