# **Booth Layout - Electrical**

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

#### American Library Association Annual Conference & Exhibition McCormick Place June 23 - 26, 2017

Form Deadline	Date
May 31,	2017

Company Name			Email		Phone Number	Booth Number
Show S	ite Contact		Show Site Email		Show Site Phone Number	er
	Main Drop Location	$\bigcirc$	120 V AMPS		208 V Single Pl	hase AMPS
	208 V Three Phase AM	PS 🗾	480 V Three Phase	AMPS		
	Eorm Tips					

### rm rips:

- 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. •

## **Step 1. Booth Information**

Each square is \_\_\_\_\_\_ feet square since my booth is \_\_\_\_\_\_ feet wide by \_\_\_\_\_\_ feet long.

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### **Step 2. Draw Your Booth Layout**

			Please note the followi requirements must be met in order for Booth Layout to be accepted
			Orientation listed Main Drop Location (MDL) listed Power distribution points listed Readable/Legible
Indicate Adjacent Booth or Aisle Number:			Indicate Adjacent Booth or Aisle Number: