



## Bulletin 10

### ➤ Exhibitor Floor Plans

To: All Exhibitors

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All exhibitors are required to submit copies of their exhibit floor plan to show management and McCormick Place before Dec. 23, 2016.

This will allow for a review of your layout for any inadvertent violations of the show Rules and Regulations before the exhibits are erected. An isometric plan as well as general floor plans are required and should include scale, all set-backs, and height of display pieces. Show management floor plans should be sent to Chris Konecki, [ckonecki@cata.info](mailto:ckonecki@cata.info), and Sandi Potempa, [spotempa@cata.info](mailto:spotempa@cata.info) for review.

Prior to draping or blocking any dock access door during move-in, exhibitors, especially those in designated perimeter locations, should refer to the Rules and Regulations and check with GES our official service contractor.

If you should require up-to-date floor plans and/or CAD files of your exhibit space please contact Lisa Pizzato with GES by email at [lpizzato@ges.com](mailto:lpizzato@ges.com).

#### **Important:**

**Credentials will not be issued unless floor plans are received and approved.**