



EXHIBITOR SERVICE MANUAL

October 25-28 (Exhibits 26-28) | Chicago, IL

South Hall, McCormick Place

BOOTH APPROVAL INFORMATION

Please carefully review the Exhibit Construction Guidelines.

ISSA APPROVAL

Booths exceeding 400 sq. ft. are to provide ISSA with a scaled drawing indicating all dimensions, concepts, and construction, for approval by ISSA.

Advanced Approval is required for:

- 1,000 sq. ft. or more
- Peninsula, Split-Island, and Island Booths
- Double decker and/or covered booths.
- Hanging signs/banners/truss
 - See specific guidelines in the **2016 Booth Construction Guidelines**

Submit booth drawings, complete with specifications, no later than **Thursday, September 1** to:

Mandy Marneris

Phone: 847-982-0800

Fax: 847-982-0819

Email: mandy@issa.com

MCCORMICK PLACE APPROVAL

If the booth is multi-level, you must provide McCormick Place with a scaled drawing indicating all dimensions, concepts, and construction, for approval. Booth approvals should be submitted to dcozzi@mccormickplace.com by **Thursday, September 1**.

**Note: all layouts must be approved by ISSA first.*

HANGING SIGN

Complete and return the *Hanging Sign / Assembly Labor Order Form to GES by **October 3, 2016***. To receive the discount price, you must complete and return the Hanging Sign / Truss Labor Order Form with hanging sign instructions and the payment & credit card charge authorization by **October 3, 2016**. The hanging sign must also arrive at the GES warehouse by October 3 to receive the discount price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Please contact Mandy Marneris (mandy@issa.com) with any questions or concerns.