

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.

US Hispanic Leadership Institute
 Sheraton Grand Chicago
 February 16 - 17, 2017

Form Deadline Date:
 January 25, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact: Main Drop Location 208 V Three Phase _____ AMPS

Show Site Email: 120 V _____ AMPS 480 V Three Phase _____ AMPS

Show Site Phone Number: 208 V Single Phase _____ AMPS



Form Tips:

- 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.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Please note the following 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

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



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