

Island Exhibit Design Approval Form - Deadline: Thursday, April 10, 2025

All island exhibitors must complete and submit this form with scale drawings, both elevation and perspective to the IFT Exhibits team member Christina Cartwright at christina.cartwright@spargoinc.com by **Thursday, April 10, 2025**. Must include top, side and front views. Conceptual and construction scale drawings. All dimensions (including heights, applicable setbacks) and supplemental lighting requests. Drawings will be reviewed for general conformity. Photographs are not acceptable, and drawings must be submitted each year. By having your booth plans reviewed in advance, you'll have more time to make changes if they are needed and save money by eliminating expensive onsite changes. See IFT Rules and Regulations for complete set of Exhibit Design guidelines.

When planning your exhibit for IFT FIRST 2025 food expo, keep in mind:

- Hanging signs and/or booth structures are allowed for island spaces only, and for booths under 1000 sq. ft. the height of signage may not exceed 20 feet to the top of the sign.
- Hanging Signs, truss or materials cannot exceed 250 lbs. per hanging point. Any hang point supports over 250 lbs. and signs/items weighing 500 lbs or more must notify GES for special authorization and have drawings reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- All booth structure and materials must be within the confines of the booth and not extend into the aisle.
- Demonstrations/presentations must be organized within the exhibitor's space so as not to interfere with any aisle traffic.
- Booth construction and decoration materials must be fire retardant. FLAME RETARDANT CERTIFICATE must be available to Fire Watch personnel. All fabric, draperies, curtains, or similar furnishings should be flame resistant and/or flame-retardant treated to the satisfaction of the authority having jurisdiction.
- Double-decker booths, enclosed booths, or booths with ceilings (including tents) must meet specific convention center requirements and be approved by the Fire Safety Manager at the McCormick Place convention center at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.

Exhibiting Company Information:

- _____ Exhibiting Company Name (as listed on Application and Contract for Exhibit Space)
- _____ Booth Number
- _____ Booth Size and Configuration (example: 20' x 20' Island)
- _____ Official Exhibiting Company Contact Name (as listed on Application and Contract for Exhibit Space)
- _____ Official Contact Email
- _____ Highest Point of Exhibit Booth Structure
- _____ Highest Point of Hanging Sign
- _____ Exhibit Builder/Contractor if applicable

Island Booth

Yes No



Island exhibit, single-level



Island exhibit, multi-level

(IFT will submit to McCormick Place Convention Center
Fire Safety Manager for review/approval)

Ceiling

Yes No



Booth design includes a ceiling (IFT will submit
to McCormick Place Convention Center Fire
Safety Manager for review/approval).

Hanging Sign

Yes No



We request to have a Hanging Sign (Must include Dimensions &
Weights)

Lighting

Yes No



We request to turn off House Lights
above our booth. Exhibitors are
responsible for associated costs.

Dimensions _____

Weight of sign: _____ lbs

I have read, understand and agree to the IFT Rules and Regulations pertaining to booth design and construction.

Agreed to

Signature of Main Exhibit Contact

Date

Return this signed form and drawings to:

Christina Cartwright: christina.cartwright@spargoinc.com

Deadline:

Note: Please allow 7 – 10 business days for processing

For IFT Use Only – Please do not write in this area

Approved:

Yes

No

As noted: _____