



# Exhibit Design Submission Form

Due by **August 18, 2017**

Please e-mail to: [mkhemlani@icsc.org](mailto:mkhemlani@icsc.org)

---

Exhibiting Company

---

Booth Number

---

Total Square Footage

---

Contact Name (or appointed EAC contact name)

---

Contact Phone Number

---

## Exhibit Design Criteria Compliance

*(Please check one)*

- All exhibit items are within the ICSC Exhibit Design Criteria guidelines.
- Some items are in excess of the stated Exhibit Design Criteria and a variance is requested for consideration (submitted Exhibit Design drawings should clearly note the item requested for variance review).

## Comments:

---

---

---

---

## Important Notes and Information:

1. Submissions are due by Friday, August 18, 2017.
2. A completed Exhibit Design Submission Form must accompany each exhibit design submission for official review.
3. Incomplete submissions will not be reviewed and will be returned.
4. It is the exhibitor's responsibility (or appointed EAC) to thoroughly review the ICSC Display Rules & Regulations.
5. Email submissions only (10MB maximum size). Mailed or faxed submissions will not be accepted.
6. Booth construction should not begin until an ICSC Exhibit Approval has been issued.
7. All submissions are reviewed in the order they are received with an average response time of 48 hours from date of receipt.
8. EACs representing more than one exhibit must submit exhibit designs separately to ensure proper approval and record for each exhibitor. **Batch submissions will not be accepted.**