

To help you plan your exhibit, lay out your exhibit to scale on the following page. Below is an example showing what should be included on the grid. A copy of your layout should be sent to GES and your EAC, if applicable. Also notify GES of any special requirements that will need pre-show attention. Be sure to include your booth number on the grid and outline the perimeter of your exhibit in a heavy black line.

**Please email your grid to Gary Jorgenson at [gjorgenson@ges.com](mailto:gjorgenson@ges.com)**

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Person responsible \_\_\_\_\_ Scale: 1 square = \_\_\_\_\_

These items should be considered when planning your exhibit:

1. Machinery positions and viewing areas for demonstrations
2. Office or desk area and telephone location
3. Air, electrical and water lines
4. Walk thru traffic flow
5. Type of floor covering (if any)



