



## BOOTH FLOOR PLAN FILING REQUIREMENTS

**Deadline: January 12, 2018**

**Each exhibiting company must submit a booth drawing/rendering of the planned booth construction, showing height, depth and width. The height and placement of furniture and all displayed products or equipment must be included. This drawing/rendering must be submitted by January 12, 2018, regardless of booth size.**

Your display products must fit within the confines of your display area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything not complying with ATD's Exhibit Design Regulations will be removed - NO EXCEPTIONS!

In order for your booth drawing/rendering to be accurately and quickly processed upon receipt, **YOU MUST ATTACH YOUR FLOOR PLAN TO THE FLOOR PLAN REPORTING FORM.**

ATD Show Management will review booth drawings/renderings for compliance with ATD's Exhibit Design Regulations. We do not send approvals. If your booth may be in violation, we will contact you.



# Booth Floor Plan Reporting Form

**DEADLINE: January 12, 2018**

ATD Show 2018 | March 22-24, 2018  
Westgate Las Vegas Resort & Casino | Las Vegas, Nevada

**EACH EXHIBITOR MUST SUBMIT THIS FORM WITH BOOTH DRAWINGS/RENDERINGS BY JANUARY 12, 2018, REGARDLESS OF BOOTH SIZE.**

Exhibiting Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Booth Number \_\_\_\_\_ Booth Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Type of booth:  
Linear \_\_\_\_\_  
(Max Height: 8')

Height of backwall \_\_\_\_\_

Height of tallest piece of display material or equipment (excluding backwall) \_\_\_\_\_ (See Maximum height above)

**Please Note:** All in-line booths are divided by pipe and drape and actually measure 9.98' by 10' wide.

Your display products must fit within the confines of your display area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything not complying with NADA's Display Specifications will be removed - NO EXCEPTIONS!

Our primary goal is to help you have a problem free set-up onsite. Exhibitors that are not in pre-event compliance with NADA Exhibit Design Regulations will need to be adjusted onsite until full compliance is achieved, which may result in additional fees assessed to the exhibiting company.

Please read carefully the NADA Exhibit Display Regulations. NADA requires that a floor plan of your proposed display be on file with Show Management by **January 12, 2018, regardless of booth size.** Please submit to:

Terri Carter  
NADA Expositions Dept. MS#33  
8400 Westpark Drive  
McLean, VA 22102  
Phone: 703-821-7141

Fax: 703-749-4733  
Email: [expoforms@nada.org](mailto:expoforms@nada.org)