



BOOTH FLOOR PLAN FILING REQUIREMENTS

Deadline: November 16, 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 November 16, 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: November 16, 2018

ATD Show 2019 | January 24-26, 2019
San Francisco Marriott Marquis | San Francisco, CA

EACH EXHIBITOR MUST SUBMIT THIS FORM WITH BOOTH DRAWINGS/RENDERINGS BY NOVEMBER 16, 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 **November 16, 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