

**Design Approval**

**Due Date: September 23, 2016 rev0**

To ensure fairness to all exhibitors concerning compliance with the ITC rules and regulations, the visibility of all exhibitors and their products, you are required to submit blueprints or drawings for your booth layout **45 days prior to the set-up date**. The drawings will be presented to the Exhibits Committee for approval.

Drawings must include heights in all areas. The convention center requires Engineering Certificates for all structures over 12'. Be prepared to submit these certificates on-site. Structures will be dismantled at the exhibitor's expense if the certificate is not produced and the construction is in anyway hazardous. If requesting a variance, you will be notified of the approval/disapproval.

ITC has adopted IAEM's (International Association Exposition Management) industry standard guidelines for exhibitions. Example illustrations are included in the back of the Rules and Regulations Section of this manual.

Drawings must be available on-site if questions arise from convention center personnel.

**Double Decker, two-story exhibits are not allowed at this time.**

NOTE: The drawings must indicate height in all areas, and an explanation of any other items that are not standard to the exhibition rules. Please indicate the number of adjacent booths for clarification on your drawings.

**Please print**

Contact \_\_\_\_\_

Email \_\_\_\_\_

Company \_\_\_\_\_

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

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Drawing attached: \_\_\_\_\_

Engineering Certificate required?  
\_\_\_\_\_

Date submitted \_\_\_\_\_

Explain request for variance  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Send to:  
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