



## BOOTH RENDERING INSTRUCTIONS

Exhibitors who wish to construct an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to AACC Exposition Management for approval by **Friday, June 8, 2018**. These plans must include hanging signs, rigging components and elevation. The plan must include the scale utilized. Any changes that occur after the initial submission must be resubmitted to AACC for approval prior to the Meeting. Multi-level island booths are not permitted.

To submit your rendering for review and approval, please upload your file(s) in the [Exhibitor Resource Center](#).

If you do not require any truss, lighting or hanging signs to be raised to the ceiling check the box labeled "No Rigging Required."

For additional information, please review the [Rules and Regulations](#) related to an Island Booth on pages 3 - 4.

If you have questions with regards to your island booth and rendering, please contact Meghan Leahy, Manager, Exposition Operations, at [meghan.leahy@spargoinc.com](mailto:meghan.leahy@spargoinc.com) or 703-654-6929.