

PRACTICE MANAGEMENT™ 2018

JANUARY 26-28 | HYATT REGENCY NEW ORLEANS | NEW ORLEANS, LA

Booth Rendering Approval Submission Instructions:

Exhibitors must submit a Booth Rendering Approval Form through the online [Exhibitor Resource Center](#) for approval by **Wednesday, December 20, 2017**.

ASA Exposition Management will consider the designs and their effect on surrounding exhibits as factors in assigning exhibit space.

- Island booths should allow for access from all four sides
- Adequate sightlines around and through the design are required. 40% see through is required.
- Exhibitors must submit diagrams of booths 20'x20' or larger for approval. Diagrams should include a colored-rendering, complete scale drawings, both concept and construction, an overview of the booth indicating applicable setback, exhibit height and live demonstration areas.
- Diagrams should indicate height and width dimensions of all booth walls and structures.
- If floor plans are not submitted and approved and construction is determined to be in violation of regulation, ASA has the right to prohibit construction of the booth. Freeform booths are subject to show site review and modification where necessary, at the exhibitor's expense. Exhibits built in non-compliance with ASA regulations are subject to losing priority points.
- The maximum height from the exhibit hall floor to the top of the exhibit structure is determined by the location of your contracted space.

Signage

Hanging signs and rigging/truss work will not be permitted for 2018.

If you have questions with regards to your booth rendering, please contact Stephanie Houck, ASA Exposition Management, at stephanie.houck@spargoinc.com or 703-679-3972.