



Booth Rendering Approval Submission Instructions:

Exhibitors must submit a Booth Rendering Approval Form through the online [Exhibitor Resource Center](#) for approval by **Wednesday, December 5, 2018.**

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.
- The maximum height for structure within the booth is 20' but hanging signs can go to 24'.

Signage

ENCORE is the exclusive provider of rigging and hanging sign installation. Please be cognizant of the height/clearance over your exhibit space due to ceiling height and/or arches. If floor plans are not submitted and construction is determined to be in violation of regulation, ASA has the right to prohibit construction of the booth.

- Hanging signs are allowed and must be fixed and within the confines of the booth space.
- Hanging Signs and Graphics should be set directly over contracted space only.
- The top of the booth's sign may not extend more than twenty-four (24) feet from the exhibit hall floor and cannot block the visibility of ASA signs.

If you have questions with regards to your booth rendering, please contact Sharon Wong-Stewart, ASA Exposition Management, at sharon.wong-stewart@spargoinc.com or 571-279-0028.