

SUPPLYSIDE WEST 2018 BOOTH APPROVAL FORM

**ALL EXHIBITORS REGARDLESS OF
BOOTH TYPE ARE REQUIRED TO
SUBMIT A COMPLETED FORM AND
BOOTH DIAGRAM/PICTURE**

COMPANY _____ BOOTH NO. _____ BOOTH SIZE _____

SUBMITTER CONTACT _____ PHONE _____

EMAIL _____

ONSITE CONTACT _____ PHONE _____

EMAIL _____

PLEASE MARK ANY AND ALL CATEGORIES THAT APPLY.
**SUBMIT FORM BY SEPTEMBER 25, 2018, ALONG WITH
HEIGHT MEASUREMENTS AND A DIAGRAM OR PICTURE
OF YOUR BOOTH.**

REQUESTS WILL BE REVIEWED AND APPROVED
BY SHOW MANAGEMENT WITH A FOLLOW UP
CONFIRMATION EMAIL.

HEIGHT OF BOOTH _____

Please note the following **NEW** height limitations:

- In-Line Booth - 8ft 3in
- Peninsula Booth - 16ft
- End-Cap Peninsula Booth - 16ft
- Island Booth - 16ft

BALLOONS

HANGING SIGNS

Submit a hanging sign and placement diagram,
include all height measurements and sign
dimensions.

The **NEW** designated height limitation for hanging
signs is 20' from the top of the sign to the floor.

VEHICLE ON SHOW FLOOR

**COVERED/ENCLOSED EXHIBITS AND
MULTI-LEVEL BOOTHS**

- Covered Area = _____ sq. ft.
- Fire Marshall approval may be required.

**WILL YOU BE OFFERING FOOD SAMPLES
FROM YOUR BOOTH?**

YES NO

**WILL YOU HAVE ROAMING CHARACTERS OR
ENTERTAINMENT IN YOUR BOOTH?**

YES NO

**WILL YOU BE HIRING AN EXHIBITOR
APPOINTED CONTRACTOR (EAC)?**

YES NO

**PLEASE SEE BOOTH RULES AND REGULATIONS
SECTION OF THE EXHIBITOR SERVICE KIT FOR
ALL GUIDELINES AND REGULATIONS**

N/A - NONE OF THESE ITEMS APPLY.

Comments: _____
