

To help you plan your exhibit, lay out your exhibit to scale on the following page. Below is a sample showing what should be included on the grid. A copy of your layout should be sent to the proper contractor if you have any special requirements that will need pre-show attention. Be sure to include your booth number on the grid and outline the perimeter of your exhibit in a heavy black line.

Company _____ Booth # _____

Signature _____ Scale: 1 square = _____

These items should be considered when planning your exhibit:

- 1. Machinery positions and viewing areas for demonstrations
- 2. Office or desk area and telephone location
- 3. Air lines
- 4. Electrical Lines
- 5. Walk thru traffic flow
- 6. Type of floor covering (if any)

Company _____ Booth # _____

Show _____ Scale: 1 square = _____



