

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 = _____



