

Booth Design Review Process – **MANDATORY**

All LightFair exhibitors that are exhibiting for the first time, contracted in a pavilion area and/or 400 square feet and larger are **REQUIRED** to submit a booth design each year regardless if the booth has been reviewed in a previous show year.

- Booth designs are to include flooring and fixtures for review and approval by Show Management prior to on-site booth installation.
- All booths and displays must be designed, fabricated, and built in a manner that will withstand contact or vibrations from nearby exhibitors, laborers, or mechanical equipment. Displays should be able to withstand any draughts or breezes that may occur in the exhibit hall when freight doors are open.
- Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- Product must be displayed as they would be in actual application. Laying items on a display table is not acceptable.

Booth design reviews are due to Show Management **by April 21, 2023**.

Show Management requires exhibitors to provide the following items for review:

- PDF Booth Design Layout, grid placement and 3D rendering to note measurements
- Measurements of Booth elements to include length, width, and height (in feet)
- All documents must be in English translation
- Hanging sign design to include measurements (length, width, and height), as well as placement within booth and noted hanging height
- Elevation plan if your booth has a raised floor – must include ADA compliancy notation
- Listing of all building material that will be used within the booth space

Booth reviews may be submitted at any time for review but must be to Show Management by April 21, 2023. You may submit your booth design to shannonb@lightfair.com