



Late Booth Installation

Form Due May 19th

Return to: exhibitorservices@iddba.org

Any booth on the show floor not occupied or setup by the following times will be considered abandoned and resold.

Target 1 & 2: 7:00 pm on Friday, June 3rd

Target 3 & 4: 5:00 pm on Saturday, June 4th

If your schedule doesn't permit this, please complete and return this form to IDDBA by May 19, 2022.

Exhibiting Company:

Contact Name:

Address:

City/State/Country:

Zip/Postal Code:

Phone:

Fax:

Person in charge at show site:

Cell Phone:

Booth Information:

Booth Number:

Booth Size:

How many people does it take to install (set up) the booth?

How long does it take to set up the booth?

What date and time will your staff be arriving for installation of the booth?

Description of the booth:

Materials used in construction of the booth:

Height at the tallest point of the booth layout:

I have enclosed the following items:

- ☐ Rendering (sketch or picture of detailed side views, including height/width/dimensions).
- ☐ Footprint drawing (top-down line drawing of booth, including dimensions).
- ☐ The exact positioning of the booth in relation to surrounding booths, including measurements.

If you have any questions, contact the Exhibits Team at exhibitorservices@iddba.org or phone 608-310-5000.

For IDDBA Use Only

Approved: _____ Date: _____