

# Island Booth Configuration

## Form Due April 8

The Island Booth Configuration Form is required for any Island booth 400 square feet or larger.  
**Return no later than April 8, 2022 to [al@iddba.org](mailto:al@iddba.org).** Any island booth not receiving prior acceptance will not be allowed to set up until it is accepted by IDDBA.

Exhibiting Company:

Exhibitor Appointed Contractor (setup & teardown at show site) [EAC Notification Form](#) is required:

Contact Name:

Address:

City/State/Country:

Zip/Postal Code:

Email:

Phone:

Design Company (designed the booth) [EAC Notification Form](#) is required if they will be at show site:

Contact Name:

Address:

City/State/Country:

Zip/Postal Code:

Email:

Phone:

Booth Information:

Booth Number:

Booth Size:

Height at the tallest point of the booth layout:

Is it a multi-level booth?

No

Yes

What is the certified maximum occupant load for the second story?

Describe booth:

Materials used in construction of booth:

What type of light fixtures will be used, if any? What type of light bulb (incandescent, LED, halogen, etc.) will be used? Where will they be placed?

**I have enclosed the following required items:** (Be sure all are included/checked before submitting.)

- ☐ Rendering (sketch or picture of detailed side views, including height/width/dimensions).
- ☐ Footprint drawing (top-down line drawing of sign, including dimensions).
- ☐ An original scaled blueprint of the plan with original registered engineer signature and original engineer stamp (3 copies are required for two-story booths only), and be accompanied by a letter from the engineer or architect stating that the booth conforms to the current Uniform Building Code. Blueprint must also include the exhibitors name, booth #, directional information (i.e., neighboring booths), maximum height, the show name and dates.
- ☐ The exact positioning of the booth in relation to surrounding booths, including measurements.

**If you have any questions, e-mail [al@iddba.org](mailto:al@iddba.org) or call the Exhibits Team at 608-310-5000.**

**For IDDBA Use Only**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_