



## COMPLIMENTARY BOOTH DRAPERY ORDER FORM

**All exhibitors with in-line or peninsula booths may receive complimentary drapery (black) for the back-wall and side-walls of their exhibit space.**

To ensure that the correct requirements are met for your booth, this form must be submitted to GES by **May 16, 2018** to confirm your order.

*On-site orders for drapery may be subject to a \$50.00 surcharge, depending on availability.*

Additional requirements such as drapery used to protect machines or enclose booths may be arranged at the cost of the exhibitor and must be ordered directly through GES by using the appropriate GES order form.

The standard drape colour for **FABTECH Canada 2018** is **black**.

Please select **ONE** of the following options:

- NO, we do not require draping for our booth
- YES, we require 8' high back drape and rails only
- YES, we require 3' high side drape and rails only (max. of 12 ft. of side rail only)
- YES, we require BOTH 8' high back drape AND 3' high side drape

FORM COMPLETED BY: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Return form to GES no later than **May 16, 2018** to avoid on-site charges.

**Email:** torontoexhibitorservices@ges.com

**Fax:** 905-283-0501

**Mail:** GES

Attention: Exhibitor Services Department  
5675 McLaughlin Road  
Mississauga, Ontario L5R 3K5  
CANADA



## Exhibit Layout Grid

To help you plan your exhibit, lay out your exhibit to scale on the following page. Below is an example showing what should be included on the grid. A copy of your layout should be sent to GES and your EAC, if applicable. Also notify GES of 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.

**Please email your grid to [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com).**

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Person responsible \_\_\_\_\_ 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, electrical and water lines
4. Walk thru traffic flow
5. Type of floor covering (if any)



