



# Exhibit Layout Grid

## IMPORTANT:

**This form is mandatory for ALL BOOTHS 200SQ.FT. & LARGER and ALL BOOTHS WITH HEAVY MACHINERY.**

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)



