

BOOTH DESIGN FORM - INSTRUCTIONS

DESIGNING YOUR BOOTH:

The "Booth Design Form" is what show management will use to construct your booth and place your lights. This will be your opportunity to place your light allotment as well as purchase additional walls & lights. **All exhibitors must complete and return a "Booth Design Form" no later than February 15th.**

Once your artwork is placed on the walls, please let at the Exhibitor Service Desk know. We will send an electrician to adjust and direct the lights to accommodate your artwork.

Step 1: Download Form:

Simply click on your specific booth size below to download the appropriate "Booth Design Form". If you do not see your booth size, please contact the operations department at operations@redwoodmg.com for a custom "Booth Design Form".

- [Booth Size = 4' x 10'](#)
- [Booth Size = 4' x 15'](#)
- [Booth Size = 4' x 20'](#)
- [Booth Size = 8' x 10'](#)
- [Booth Size = 8' x 15'](#)
- [Booth Size = 8' x 20'](#)
- [Booth Size = 10' x 10'](#)
- [Booth Size = 10' x 15'](#)
- [Booth Size = 10' x 20'](#)
- [Booth Size = 10' x 30'](#)
- [Booth Size = 10' x 40'](#)
- [Booth Size = 10' x 60'](#)
- [Booth Size = 20' x 20'](#)
- [Booth Size = 20' x 30'](#)
- [Booth Size = 20' x 40'](#)

Step 2: Hardwall Design:

- If adding walls, draw in additional walls using thick dark lines where the walls are to be placed.
- Please indicate the measurement of each section of wall and of openings.
- A 2' support wall is required every 10' (except the standard 4' x 15' booths).
- If removing walls, white out segments of walls that are to be eliminated along aisles.
NOTE: Only those exhibitors whose booths are on corners along cross-aisles may remove any part of these walls.
- If adding a door, print the word "Door" in the space where you want it. The door itself is set into a 4' wide wall panel.

Step 3: Light/Outlet Placement:

- Please mark where your light allotment is to be placed, using the letter "A" for each light.
- If desired, additional lights can be ordered by simply drawing them on the form and filling in the bottom of the "Booth Design Form".
- If desired, identify any **electrical outlets directly on the "Booth Design Form."**

Step 4: Sign & Return:

- After completing your "Booth Design Form," please sign and **email** to Operations at mira@redwoodmg.com **no later than February 15, 2017.**

Step 5: Additional Item Invoicing:

- Operations will review your booth design and any additional wall, door, and/or light orders, making sure the design corresponds with show regulations.
- Operations will invoice you for any additional items to be paid in full prior to the first day of move-in.
- If there is a discrepancy with your booth design, you will be notified prior to invoicing.

Note: If we do not receive a "Booth Design Form" back from you **by February 15, 2017**, we will "force hang" your lights and build only the perimeter walls of your booth. Corner booths will NOT include a wall along cross aisle. **Modifications made on-site will incur labor charges in addition to the wall and light per unit costs.**