



ISLAND BOOTHS 400 SQF + BOOTH APPROVAL FORM

To ensure visibility for all exhibitors at the 2024 NRPA Annual Conference, exhibiting companies occupying 400' SQF+ as an island booth or their exhibit is a structure, must complete this form and provide a detailed drawing or schematic of your booth layout for approval. All forms and drawings/schematics must be returned to **NRPA by Friday, July 12**. All booths must follow the NRPA Exhibitor Planning Guide.

Exhibitor _____

Contact _____

Booth # _____

Phone _____

Email _____

STRUCTURE INFORMATION:

Please include in your drawings/schematic the exact height, depth, and width of structure towers, graphic panels, truss, products, etc. The requests will not be approved unless this information is provided to Show Management. Height restrictions in the exhibit hall are strictly enforced by the Fire Marshal. (Height restrictions/requirements can be found in the NRPA Exhibit Planning Guide). Email submission of this form to exhibits@nrpa.org.

FOR NRPA USE

Booth Approved by Show Management

Booth Approved by Show Management with modifications as indicated below.

Booth Unapproved by Show Management

Show Management Signature _____ Date _____

All approvals/disapprovals will be acknowledged in writing by Show Management. Once on site, Show Management will inspect booths that require approval. If the booth is not in accordance with the approved specifications, the exhibitor will be required to alter or remove the booth at the exhibitor's expense. **Booth approvals are valid for the 2024 event only.**

DEADLINE: Friday, July 12

Questions? Contact Joanna Walling at 321-446-4922 or email jwalling@nrpa.org