



**American Academy of Periodontology
The 105th Annual Meeting
November 3-5, 2019 – Chicago, IL**

ARCHITECTURAL BOOTH DRAWING GUIDELINES

**Required for 400 sq. ft. or larger
And End Cap Display Guidelines***

The AAP Show Management requires that all exhibitors with a booth of 400 sq.ft. (37.16 sqm) or larger submit a Booth Drawing for review and show management approval. Drawings must be **drawn to scale** complete with **elevations, dimensions, booth construction, lighting elements & components**. Drawing can be submitted as a PDF.

Booth Drawing must be submitted to Claude Adomaitis, Exhibit Plus Global Trade Show Management via e-mail: explglobal@gmail.com **no later than August 23, 2019**. You will receive approval of your plan or written notice of changes by September 4, 2019.

If there are corrections, final version must be submitted and approved by the Academy by September 24. *(Please note that the Academy reserves the right to review all booth design graphics in order to ensure that they meet the criteria for exhibiting, and may require companies to submit graphics prior to final approval.)*

Include the following information with your booth drawing:

- Exhibiting Company Name (as listed on AAP Application and Contract for Exhibit Space)
- Booth Number & Company Name
- Booth Size and Configuration (example: 20' X 20', Island)
- Height, Length, Size of Structure, Components, Profiles, Uprights, Beams, Truss
- Materials (example: Fabric, Metal, Box Frame Panels, Sintra)

Flame Retardant Certificate must be available to Fire Watch personnel. All fabric, draperies, curtains and other similar furnishings and decorations should be flame resistant and/or flame-retardant treated to the satisfaction of the authority having jurisdiction.

The AAP Exhibitor Regulations (#20) indicate that **NOTHING** is allowed to be suspended from the ceiling, and maximum allowable height is 16'ft (4.88m) and must **allow 50% see-through visibility** from all four sides.

*End Cap Display Guidelines - -configuration maximum back wall height allowed is 8ft high only in the center 10ft of your booth, with a 4ft height restriction on all materials in the remaining space.

Refer to the full AAP Exhibitor Regulations and Guidelines for Display Regulations, if needed.

BOOTH CONSTRUCTION SHALL MEET LOCAL, STATE AND FEDERAL MANDATED CODES
