



BOOTH RENDERING SUBMISSION INSTRUCTIONS

Exhibitors who wish to construct an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to AAACE Exposition Management for approval by *Friday, March 31, 2023*. These plans must include hanging signs, rigging components and elevation. The plan must include the scale utilized. Any changes that occur after the initial submission must be resubmitted to AAACE Exposition Management for approval prior to the Expo.

To submit your rendering for review and approval, please upload your file(s) in your [portal](#).

If you do not require any truss, lighting or hanging signs to be raised to the ceiling check the box labeled "No Rigging Required."

If you have questions with regards to your booth rendering, please email [Meghan Leahy](#), Manager, Exposition Operations or call 703-654-6929.