



BOOTH FLOOR PLAN FILING REQUIREMENTS

Deadline: December 2, 2022

Each exhibiting company must submit a booth drawing/rendering of the planned booth construction, showing height, depth and width. The height and placement of walls, furniture and all displayed products or equipment must be included. This drawing/rendering must be submitted by December 2, 2022, regardless of booth size.

Your display products must fit within the confines of your display area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything not complying with NADA's Exhibit Design Regulations will be removed - NO EXCEPTIONS!

All in-line booths are divided by hardwall and actually measures 9.98' wide by 10' deep.

In order for your booth drawing/rendering to be accurately and quickly processed upon receipt, **YOU MUST ATTACH YOUR FLOOR PLAN TO THE FLOOR PLAN REPORTING FORM. The floor plan should include the dimensions and descriptions of all structures in the exhibit, including signs, offices, and walls.**

NADA Show Management will review booth drawings/renderings for compliance with NADA's Exhibit Design Regulations. **NADA Show Management will notify exhibitors only if the booth may be in violation.**



Booth Floor Plan Reporting Form

DEADLINE: December 2, 2022

NADA Show 2023 | January 26-29, 2023
Kay Bailey Hutchison Convention Center | Dallas, TX

EACH EXHIBITOR MUST SUBMIT THIS FORM WITH BOOTH DRAWINGS/RENDERINGS SHOWING ANY WALLS AND HEIGHTS BY December 2, 2022, REGARDLESS OF BOOTH SIZE.

Exhibiting Company _____

Address _____

City/State/Zip _____

Contact _____

Email Address _____

Phone Number _____

Fax Number _____

Booth Number _____

Booth Dimensions _____ x _____ = _____ sq. ft.

Type of booth:

Linear _____

(Max Height: 8')

Perimeter _____

(Max Height 12')

Peninsula _____

(Max Height: 20')

Island _____

(Max Height: 20')

Height of backwall _____

Height of tallest piece of display material or equipment (excluding backwall) _____ (See Maximum heights above)

Please Note: All in-line booths are divided by MIS hardwall and actually measure 9.98' by 10' wide.

Your display products must fit within the confines of your display area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything not complying with NADA's Display Specifications will be removed - NO EXCEPTIONS!

Our primary goal is to help you have a problem free set-up onsite. Exhibitors that are not in pre-event compliance with NADA Exhibit Design Regulations will need to be adjusted onsite until full compliance is achieved, which may result in additional fees assessed to the exhibiting company.

Please read carefully the NADA Exhibit Display Regulations. NADA requires that a floor plan of your proposed display be on file with Show Management by **December 2, 2022, regardless of booth size.** Please submit to:

Terri Carter
NADA Expo Dept
8484 Westpark Dr, Ste 500
Tysons, VA 22102

Email: expoforms@nada.org