



## MULTI-LEVEL/ENCLOSED BOOTH FLOOR PLAN FILING REQUIREMENTS

**Deadline: December 2, 2022**

If you plan to construct a booth with more than one level or with an enclosed area, you must also submit a booth drawing/rendering for approval by NADA and the Kay Bailey Hutchison Convention Center. **Detailed plans of enclosed or multiple-story booths must be submitted at least 45 days prior to move-in.**

When submitting your booth drawing/rendering, please attach the Multi-Level/Enclosed Booth Floor Plan Reporting Form to your booth drawing/rendering.

Following are the Kay Bailey Hutchison Convention Center guidelines for multi-level/enclosed booth construction and floor plan approval procedures. If you do not obtain prior approval, you will not be able to construct your booth in the Kay Bailey Hutchison Convention Center. To ensure the success of your exhibit, please make sure you have complied with the following guidelines:

### **Kay Bailey Hutchison Convention Center Multi-Level/Enclosed Booth Regulations**

Any exhibitor planning to utilize a two-story booth shall adhere to the following guidelines:

1. The exhibitor shall comply in all aspects with all applicable local fire and building codes and shall secure all local licenses or other approval.
2. An independent automatic fire suppression system must be provided for the inside of the first floor, or an equivalency.

The equivalency required may be one or more of the following:

1. For every 100 net square feet of booth space covered by a second floor, a smoke alarm must be installed.
2. One 20-pound 2A-10BC type fire extinguisher must be readily available in unobstructed view per level.
3. Enclosed area of the booth (closets, offices, storage areas, etc.) are equipped with functioning smoke alarms.
4. The smoke alarms must be tied to a strobe and/or horn on the outside of the structure.
5. A Fire Watch provided by the Dallas Fire-Rescue Department may be required during show hours or any time the booth is occupied, based on activity within the booth space.
6. Fire Watch placement and number of inspectors on-site will be based on overall event floor plan and determined by Fire Marshal.

All multiple-level exhibits must submit a booth plan to the Kay Bailey Hutchison Convention Center for approval. Plans must be submitted in CAD format via email to [louise.larby@oakviewgroup.com](mailto:louise.larby@oakviewgroup.com).

**IMPORTANT: Companies using a Multi-Level/Enclosed Booth must submit booth drawings/renderings to:**

**Louise Larby, Event Manager**  
Kay Bailey Hutchison Convention Center  
650 South Griffin Street  
Dallas, TX 75202  
[Louise.larby@oakviewgroup.com](mailto:Louise.larby@oakviewgroup.com)

**AND**

**Terri Carter**  
NADA Expo Dept  
8484 Westpark Dr, Ste 500  
Tysons, VA 22102  
[expofoms@nada.org](mailto:expofoms@nada.org)



## Enclosed Multi-Level Floor Plan Reporting Form

DEADLINE: December 2, 2022

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

**All exhibitors utilizing a multiple-level booth or a booth containing an enclosed area must SUBMIT THIS FORM WITH A BOOTH DRAWING/RENDERING by December 2, 2022.**

Exhibiting Company

Address

City/State/Zip

Contact Person

Email Address

Phone Number

Fax Number

Booth Number \_\_\_\_\_ Booth Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Type of Booth: Peninsula \_\_\_\_\_ Island \_\_\_\_\_  
(Max Height: 20') (Max Height: 20')

Height of tallest piece of display material or equipment \_\_\_\_\_ (Maximum height allowed: 20 feet)

Occupancy limit for enclosed area or second level \_\_\_\_\_ people

Square footage of enclosed area or second level \_\_\_\_\_ sq. ft.

Number of exits \_\_\_\_\_

Number of smoke detectors \_\_\_\_\_

Number and type of fire extinguisher(s) \_\_\_\_\_

**VERY IMPORTANT:** Attach a copy of the booth drawing/rendering to this form.

Submit this form **with a booth drawing/rendering by December 2, 2022**, to:

**Louise Larby, Event Manager,**  
Kay Bailey Hutchison Convention Center Dallas  
650 South Griffin Street  
Dallas, TX 75202  
[Louise.Larby@oakviewgroup.com](mailto:Louise.Larby@oakviewgroup.com)

**AND**

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