

Please contact Mira Fox if you have questions: E: [mira@redwoodartgroup.com](mailto:mira@redwoodartgroup.com) or P: 330-635-2166

## STEP 1 - DOWNLOAD ORDER FORM

Click on the link below corresponding to your booth size to order additional lights, outlets, walls or booth customization.

\*Submit your booth design order form by **February 26th** to take advantage of advance discount rates.

- |                                |                                 |                                 |                                 |                                 |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| ▶ <a href="#">4 x 10 sq ft</a> | ▶ <a href="#">8 x 16 sq ft</a>  | ▶ <a href="#">10 x 18 sq ft</a> | ▶ <a href="#">20 x 20 sq ft</a> | ▶ <a href="#">24 x 40 sq ft</a> |
| ▶ <a href="#">4 x 15 sq ft</a> | ▶ <a href="#">10 x 10 sq ft</a> | ▶ <a href="#">10 x 20 sq ft</a> | ▶ <a href="#">20 x 24 sq ft</a> | ▶ <a href="#">24 x 42 sq ft</a> |
| ▶ <a href="#">4 x 20 sq ft</a> | ▶ <a href="#">10 x 12 sq ft</a> | ▶ <a href="#">10 x 26 sq ft</a> | ▶ <a href="#">20 x 30 sq ft</a> |                                 |
| ▶ <a href="#">8 x 10 sq ft</a> | ▶ <a href="#">10 x 15 sq ft</a> | ▶ <a href="#">10 x 30 sq ft</a> | ▶ <a href="#">24 x 24 sq ft</a> |                                 |
| ▶ <a href="#">8 x 12 sq ft</a> | ▶ <a href="#">10 x 16 sq ft</a> | ▶ <a href="#">10 x 50 sq ft</a> | ▶ <a href="#">25 x 24 sq ft</a> |                                 |

## STEP 2 - HARD-WALL DESIGN

- To purchase additional linear ft. of walls, draw using thick, dark lines where the walls are to be placed.
- Indicate the measurement of each section of wall and opening (walls are only available in 2ft. increments).
- A 2ft. Support wall is required every 10ft. of wall exceeding 18ft. in length. Free standing walls are not available.
- To remove walls, white out or cross out segments of walls that are to be removed. (Note: Only booths located on a corner along cross aisles may remove any part of outside walls.)
- Large gallery spaces choosing to add a door or closet, please print the word "door" in the desired location. (Note: The door is set into a **4ft** wide wall panel.)

## STEP 3 - ORDER LIGHTS/OUTLETS

1-2 lights are recommended for each piece or 1 light for every 4-5 linear ft. All lights must be supplied by Show Management, *no outside lights are permitted*.

- Your booth design order form indicates the number of lights included in your booth package. To purchase additional lights, simply indicate the number you would like to purchase. No need to indicate placement. Lights will be installed evenly on the truss running over your space. Once your space is fully installed, a light adjustment (included in your booth package) can be requested at the Service Desk.
- To purchase an outlet to power a laptop, mobile device or monitor, indicate the desired placement with a letter "E". Advance approval is required for any device that consumes more than 500 watts. You are welcome to bring your own portable charger.

## STEP 4 - SIGN AND SUBMIT

Email an image or scan of your completed form to [mira@redwoodartgroup.com](mailto:mira@redwoodartgroup.com) no later than **February 26th**.

## STEP 5 - PAYMENT INSTRUCTIONS

Operations will review your booth design form to ensure structural integrity and will notify you if changes are required. Once your form is processed, you will receive an electronic invoice due upon receipt to finalize your order. **Orders will not be fulfilled until all outstanding payments are made in full.**

### \* IMPORTANT - LATE ORDERS

- Due to the volume of orders and changes requested during move-in, requests will be addressed on a first-come/first-serve basis and will incur a surcharge to account for the additional onsite labor costs. Show Management can not guarantee the availability of inventory for onsite orders.
- If a booth design form is not submitted, your booth will be built with the basic wall configuration corresponding to your booth size/location and will include only the allotted number of lights.
- For large gallery spaces, a delay in submitting your booth design form will prevent Show Management from designing a truss layout to accommodate your lighting needs. Onsite truss changes incur additional charges at the exhibitor's expense.
- Exhibitors whose orders have not been completed when they arrive at the booth, should communicate this information to the Service Desk immediately during move-in.

***\* If there are any issues with your lighting, electrical outlets, walls, etc., you must notify us immediately during move-in allowing us to address the issue. If we do not receive a notification, then we will not be able to fix the problem nor provide a refund for any non-working items.***