



## BOOTH FLOOR PLAN FILING REQUIREMENTS

**Deadline: November 20, 2024**

**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 November 20, 2024, 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 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 booth, 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: November 20, 2024**

NADA Show 2025 | January 23-26, 2025

New Orleans Ernest N. Morial Convention Center | New Orleans, LA

**EACH EXHIBITOR MUST SUBMIT THIS FORM WITH BOOTH DRAWINGS/RENDERINGS SHOWING ANY WALLS AND HEIGHTS BY November 20, 2024, REGARDLESS OF BOOTH SIZE.**

Exhibiting Company \_\_\_\_\_

Contact \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number (Direct or Cell) \_\_\_\_\_

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 and hanging sign, if applicable) \_\_\_\_\_ (See Maximum heights above)

**Please Note:** All in-line booths are divided by hardwall and 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 **November 20, 2024, regardless of booth size.** Please submit to:

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

Email: [expoforms@nada.org](mailto:expoforms@nada.org)