

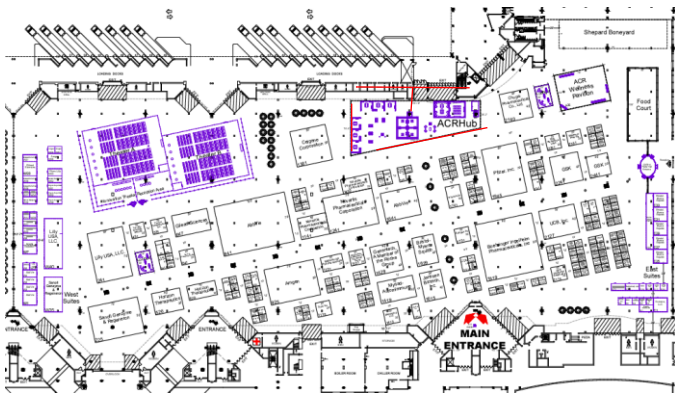
**ISLAND BOOTH APPROVALS**

Here is a checklist for all the items needed for island booth approval. Please be sure to send all the following items to Kelli Wondra ([kwondra@rheumatology.org](mailto:kwondra@rheumatology.org)) for approval:

- **Friday, August 2: plans for multi-level island booths**
- **Friday, September 6: plans for standard island booths (20 x 20 and larger)**

The images provided below are for reference only and are not all inclusive of the items that should be sent for approval.

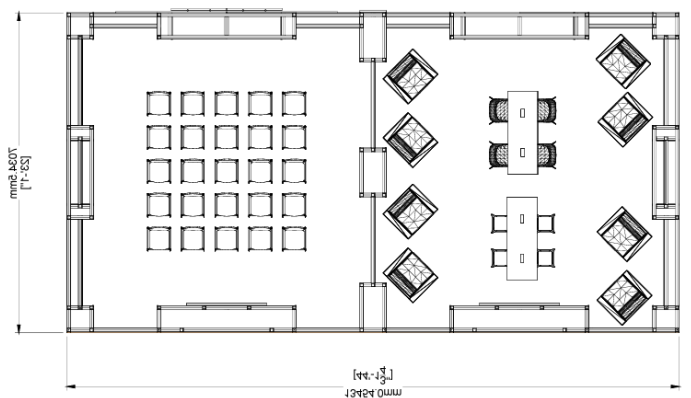
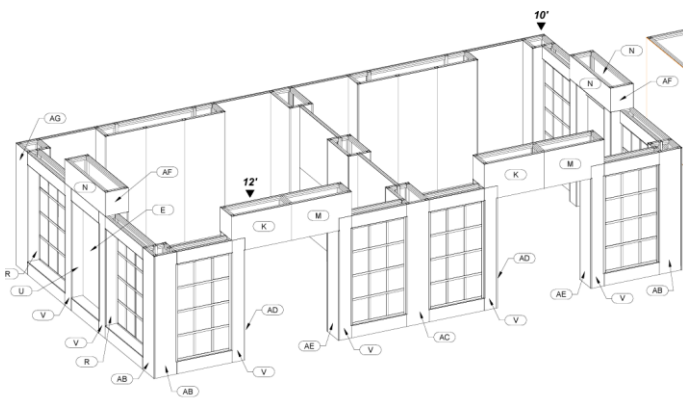
- ✓ **COVER PAGE:** include company name, event dates/location, booth number, booth size, name of submitting company (EAC)
- ✓ **FLOOR PLAN VIEW:** Thumbnail of the layout superimposed on the floor plan to see orientation of booth layout on the show floor. Aerial views should be included to help ascertain visibility/site lines.



- ✓ **RENDERING VIEW:** Booth renderings to reference construction/design elements rendered to scale. This should include a view from all four sides of the island booth.



- ✓ **ISOMETRIC VIEW:** Isometric drawings with height, width, and depth measurements, including a 1'x1' grid superimposed on the booth space.



- ✓ **FIRE SAFETY DOCUMENTS:**
  - Multi-level structures must include a blueprint style plan that includes a safety certification stamp from a licensed architect or structural engineer
  - Flame retardant certification documents should be provided along with the safety certification stamps.
- ✓ **HANGING SIGN DOCUMENTS:**
  - Engineer stamped drawings for all signs 250lbs or more
  - Complete the Structural Integrity Form located in the [Shepard Exhibitor Service Manual](#)