

FORMS DUE JANUARY 19, 2018

BOOTH DESIGN PROCEDURE

Please use the design grid provided on Page 3 to create your booth design, marking all lighting and additional custom walls within the design and in the tally boxes below. When completed please fax back to our office at 416-927-8032.

PLEASE NOTE: Artist Project is PCI Compliant and cannot accept any credit card information by e-mail.

Once your design has been approved by Show Management your Credit Card will be charged for the lighting and custom wall fees. (as applicable)

BOOTH DESIGN CHECKLIST

- Have you filled out the Exhibitor Information (top right corner of page 3).
- Have you drawn your booth design using the symbols found in the design legend, based on your contracted space. (see 1. in Wall Specifications for details)
- Have you indicated how many lights you are renting in the tally boxes below your design and calculated the total rental fee.
- Have you indicated and shown in the diagram the total linear feet of custom wall panels/privacy panels you are ordering, and calculated the fee in the tally boxes. (if applicable)
- Have you provided your payment information.

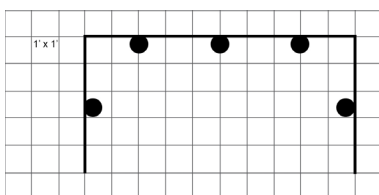
WALL SPECIFICATIONS

In drawing and planning your booth design, please take the following into consideration;

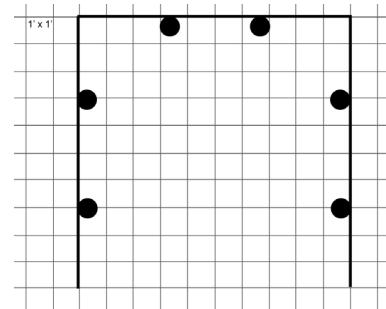
1. Your contracted booth space is setup as such, and any diversion from this will incur additional costs. See Sample Drawings by booth size below.
2. Walls are 11'h and 3" thick. The panels are constructed with an interior plywood rib frame that can take screws for heavier items. The rest of the panel surface is able to take small wood screws for mounting lighter items upto 10lbs.
3. Small Holes from screws and nails are permitted. You will be charged a repair fee for large holes and/or additional damage to the panels.
4. The hard walls are smooth 1/4" MDF, painted white. **Under no circumstance is any exhibitor permitted to alter the colour of the booth walls.**
5. If you apply vinyl letters or velcor tape you must remove it at show closing.
6. All nails and screws must be removed at show closing by the exhibitor.
7. No glue or adhesive can be used to hang art on the walls.
8. **If you have a corner booth and want an open-corner please indicate this on your drawing.**
9. Due to the dense MDF walls, Show Management strongly discourages the use of hammers. Please bring your own drill for install.

SAMPLE BOOTH DRAWINGS:

5' x 10':



10' x 10':



*EACH BOX REPRESENTS 1' X 1'

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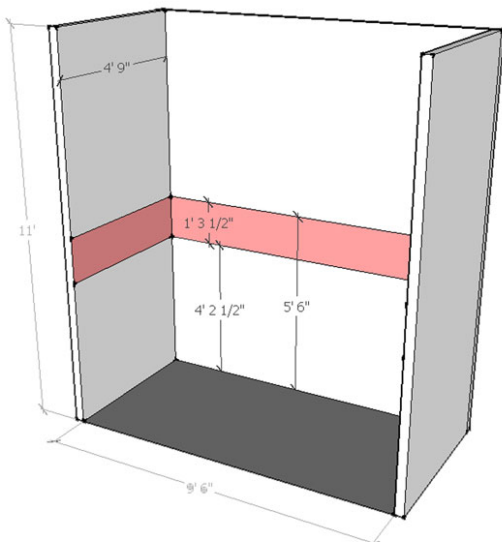
CUSTOM WALL PANELS

1. Due to the weight and configuration of the wall panels, free standing walls cannot be provided.
2. Wall panels come in 5ft, 4ft and 2ft widths. All custom wall orders must be made in these wall segment sizes or a multiple thereof.
3. If you are ordering a custom wall panel, please be aware that the wall system only permits cross wall connections of increments of exactly 2ft. Make sure you design your booth configuration accordingly.
4. All wall panels must be configured parallel to the aisles. Storage areas that face into the aisles will not be approved.

LIGHTING SPECIFICATIONS

1. Light Rental is Mandatory for all artists. Examples of the light fixtures can be found on the Exhibitor Manual online. (photo of rental light is below)
2. All lighting orders come with power to supply the lights, you DO NOT need to order additional power for the lights.
3. Please plan to use a light for every 4-5 linear feet of wall space and light each piece of artwork.
4. Lights will be installed as closely as possible to your indicated placement; however due to technical reasons a 3"-4" variance may occur during installation.
5. Lights are attached to the top of the wall. One focusing per light will be provided free of charge, however any relocation of lights will incur a labour charge. (labour is charged at a 30 min. minimum)
6. If you require lighting for sculptures and installations please contact Emily-Jean Alexander at 416.960.5395

HARD WALL CONSTRUCTION DRAWING HEAVY ITEMS MUST HANG WITHIN THE HIGHLIGHTED AREA.



LIGHT RENTAL (200 WATT HALLOGEN BULB)



