



## FLOOR PLAN FILING REQUIREMENTS

*Deadline: November 21, 2008*

**Each exhibiting company must submit a floor plan of the planned booth construction, showing height, depth and width. The height and placement of furniture and all displayed products or equipment must be included. This floor plan must be submitted by November 21, 2008, 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 Display Specifications will be removed - NO EXCEPTIONS!

All in-line booths are divided by MIS hardwall and actually measure 9.98' wide by 10' deep.

In order for your floor plan to be accurately and quickly processed upon receipt, **YOU MUST ATTACH YOUR FLOOR PLAN TO THE FLOOR PLAN REPORTING FORM.**

NADA Show Management will review floor plans for compliance with NADA's Display Specifications. If your booth may be in violation, we will contact you by phone.

### *Enclosed/Multiple Story Floor Plan Filing Requirements*

If you plan to construct a booth with more than one level or with an enclosed area, you must also submit a floor plan for approval. **Detailed plans of enclosed or multiple-story booths must be submitted no less than two months prior to move-in.**

When submitting your floor plan, please attach the Enclosed/Multiple Story Floor Plan Reporting Form found under "Exhibitor Forms" to your floor plan.

Following are the New Orleans Morial Convention Center guidelines for enclosed/multiple story booth construction and floor plan approval procedures. If you do not obtain prior approval, you cannot construct your booth in the New Orleans Morial Convention Center. To ensure the success of your exhibit, please make sure you have complied with the following guidelines:

### *New Orleans Morial Convention Center Enclosed/Multiple Story Booth Regulations*

1. Detailed plans of multiple-story or enclosed booths must be submitted at least two months prior to move-in. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.
2. Booth plans must specify the maximum number of occupants, and must have a structural engineer's stamp certifying the maximum occupant load capacity.
3. Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials. Contact the MCC Public Safety Department for specific requirements for your exhibit at 504-582-3050.

### **IMPORTANT: Companies using an Enclosed/Multiple Story Booth must submit TWO floor plans:**

- one to NADA Show Management for compliance with NADA Display Specifications.

**Terri Carter**  
NADA Expositions Dept. MS #33  
8400 Westpark Drive  
McLean, VA 22102

- and one to the New Orleans Morial Convention Center for compliance with New Orleans Fire Safety Codes and Structural Integrity requirements.

**NADA Event Coordinator**  
New Orleans Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130

# Booth Floor Plan Reporting Form



2009 NADA Convention & Expo  
January 24-27, 2009  
New Orleans Morial Convention Center  
New Orleans, Louisiana

**DEADLINE: November 21, 2008**

**EACH EXHIBITOR MUST SUBMIT THIS FORM WITH A FLOOR PLAN BY NOVEMBER 21, 2008, REGARDLESS OF BOOTH SIZE.**

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Exhibiting Company

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Address

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City/State/Zip

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Contact

Email Address

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Phone Number

Fax Number

Booth Number \_\_\_\_\_

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

Type of booth

Linear \_\_\_\_\_

(Max Height: 8'3")

Peninsula \_\_\_\_\_

(Max Height: 16')

Island \_\_\_\_\_

(Max Height: 16')

Perimeter \_\_\_\_\_

(Max Height: 12')

Height of backwall \_\_\_\_\_

Height of tallest piece of display material or equipment (excluding backwall) \_\_\_\_\_ (See Maximum heights above)

**Please Note:** All in-line booths are divided by MIS hardwall and actually 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!

Please read carefully the NADA Display Specifications. NADA requires that a floor plan of your proposed display be on file with Show Management by **November 21, 2008, regardless of booth size.**

Submit this form and a floor plan of your booth layout by **November 21, 2008** via email to [tcarter@nada.org](mailto:tcarter@nada.org) or mail to:

NADA Expositions Dept. MS#33  
8400 Westpark Drive  
McLean, VA 22102  
Phone: 703/821-7141