

GEORGIA EDUCATIONAL TECHNOLOGY CONFERENCE[®]

c/o McRae Conferences & Trade Shows

1401 Maclay Commerce Dr, Tallahassee, FL 32312-3908

Phone: (850)906-0099 Fax: (850)906-0077

NOTICE TO END-CAP (PENINSULA) EXHIBITORS

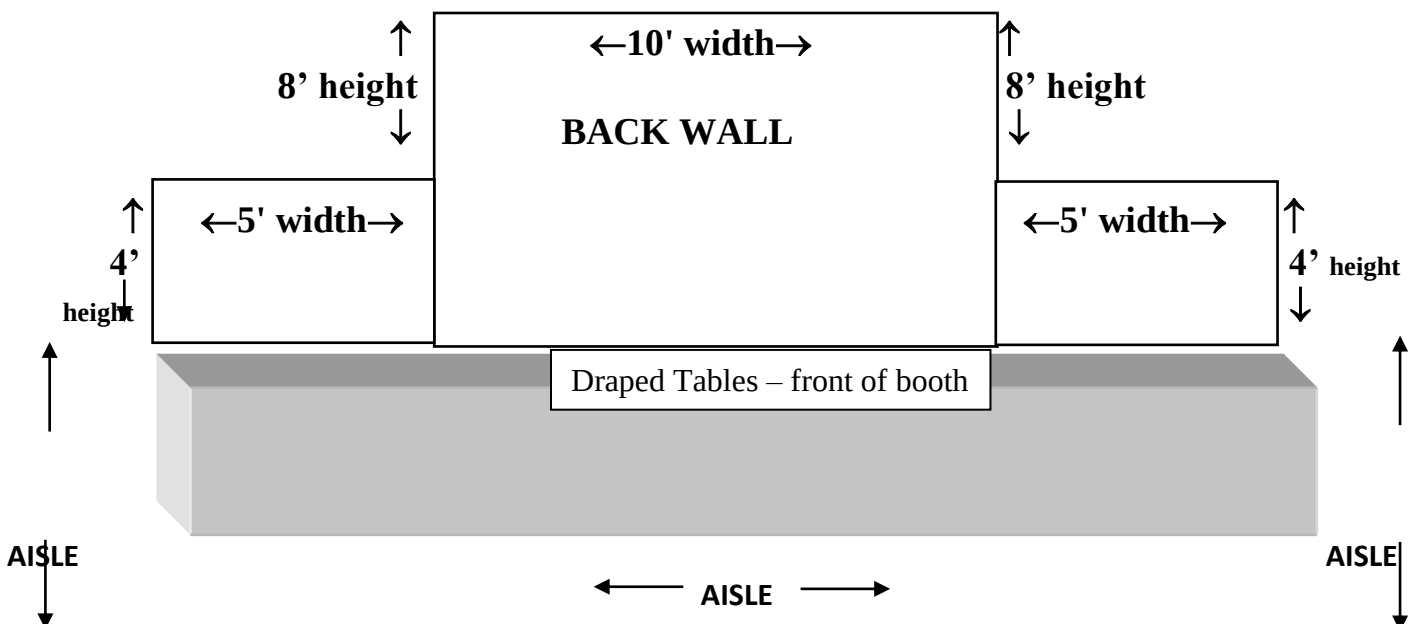
According to our records you have reserved an "End-Cap" or "Peninsula" booth configuration for GaETC[®] 2023. There are certain restrictions that apply only to End-Cap booths. **All End-Cap exhibitors will be required to submit a drawing of their proposed booth design for approval prior to the show.** Your design will be reviewed by the Exhibit Manager (McRae). ***If you do not submit plans before the show you will not be allowed to set up your display when you arrive until it has been approved by the Exhibit Manager!*** This policy will be strictly enforced. ***If you do not feel that your booth can comply with end-cap regulations, please contact us immediately to select an alternate location.*** This trade show will sell out quickly, and there may not be another location to move to if you wait to contact us. Please read the following paragraphs ***carefully*** to be sure that your display meets the requirements, and submit your drawing to the address or fax number shown above. Thank you for your cooperation.

End-Cap (Peninsula) Booth Regulations:

An End-Cap/Peninsula exhibit is one that has an aisle on three sides, and an adjoining exhibit on the fourth side.

- 1) End-Cap Height Restriction – 8'.** (This applies only to the center 10' section of your back wall. The remaining 10' on either side of the center of the back wall may only be 4' in height. See drawing)
- 2)** Any display fixtures over 4' in height may extend no farther than 5' from the aisle (See example below). This is to prevent your display from blocking the line of sight to the adjoining exhibit.
- 3)** Any exposed surfaces that face the adjoining exhibit must be finished and carry no identification signs or other copy that would detract from the adjoining exhibit.

EXAMPLE OF AN ACCEPTABLE END-CAP DISPLAY



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THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO BOOTH SET-UP

TO: End-Cap Exhibitors

FROM: Connie Bond, Exhibit Manager

RE: GaETC[®] 2023 Trade Show

MESSAGE:

Your company has reserved an end-cap booth location for the GaETC[®] Trade Show, November 1-2, 2023 in Atlanta, Georgia. Attached you will find an example of an acceptable display for an end-cap.

After reviewing the attached sample, please sign below and fax back to 850/906-0077 or email to connie@mcraemeetings.com. If you have any questions about the dimensions of your end-cap display, please give us a call now.

I

with

Name

Company

Understand the End-Cap restrictions and will notify the company and/or person(s) responsible for setting up our booth of the restrictions.