



American Academy of Periodontology  
The 108<sup>th</sup> Annual Meeting  
October 28-30, 2022-Phoenix, Arizona

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## ARCHITECTURAL BOOTH DRAWING GUIDELINES

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Required for 400 sq. ft. or larger  
And End Cap Display Guidelines\*

The AAP Show Management requires that all exhibitors with a booth of 400 sq. ft. or larger submit a scale Booth Drawing for review and show management approval. Drawings must be drawn to scale complete with elevations, dimensions, booth construction, lighting elements, components, and hanging sign truss, hoist & motors if applicable for island booths 400 square feet or larger. Drawing can be submitted as a PDF.

Drawing must be submitted to Claude Adomaitis, Exhibits Plus Global Trade Show Management via e-mail: [claude@exhibitsplusglobal.com](mailto:claude@exhibitsplusglobal.com) no later than **August 29, 2022**. You will receive approval of your plan or written notice of changes by September 12, 2022.

If there are corrections, final version must be submitted and approved by the Academy by September 16. *(Note that the Academy reserves the right to review all booth design graphics in order to ensure that they meet the criteria for exhibiting, and may require companies to submit graphics prior to final approval.)*

### **Include the following information with your booth drawing:**

- Exhibiting Company Name (as listed on AAP Application and Contract for Exhibit Space)
- Booth Number, Size and Configuration (example: 20' X 20', Island)
- Height, Length, Size of Structure, Components, Profiles, Uprights, Beams, Truss
- Highest Point of Structure
- Highest Point of Hanging Sign or related part
- Materials (example: Fabric, Metal, Box Frame Panels, Sintra)

Flame Retardant Certificate must be available to Fire Watch personnel. All fabric, draperies, curtains and other similar furnishings and decorations should be flame resistant and/or flame-retardant treated to the satisfaction of the authority having jurisdiction.

The AAP Exhibitor Regulations must allow 50% see-through visibility from all four sides. No part of the booth structure or hanging sign may exceed the maximum height of 20' from the floor [including lighting, truss, arm lights or related parts]

\*End Cap Display Guidelines - -configuration maximum back wall height allowed is 8ft high only in the center 10ft of your booth, with a 4ft height restriction on all materials in the remaining space.

Refer to the full AAP Exhibitor Regulations and Guidelines for Display Regulations, if needed.

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**BOOTH CONSTRUCTION SHALL MEET LOCAL, STATE AND FEDERAL MANDATED CODES**

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