



MULTI-LEVEL/ENCLOSED BOOTH FLOOR PLAN FILING REQUIREMENTS

Deadline: November 16, 2018

If you plan to construct a booth with more than one level or with an enclosed area, you must also submit a booth drawing/rendering for approval by NADA and the Las Vegas Convention Center Public Safety Department. **Detailed plans of enclosed or multiple-story booths must be submitted at least 60 days prior to move-in.**

When submitting your booth drawing/rendering, please attach the Multi-Level/Enclosed Booth Floor Plan Reporting Form to your booth drawing/rendering.

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

Moscone Center Multi-Level/Enclosed Booth Regulations

The following booth configurations will require prior approval:

- Platforms exceeding 500 square feet in area.
- Exhibition booths with canopies.
- Single-level covered exhibition booths.
- Booths/exhibits of a height exceeding 16'.
- **Two Story Booths**
 - Plans must be certified by a licensed professional engineer before they are submitted.
 - All areas under multi-level booths must be equipped with a UL approved; battery operated smoke detector attached to the ceiling or under structure.
 - A 2A10BC extinguisher is required on each level and easily available.
 - If the occupancy load is nine persons or less, one exit is sufficient. If occupancy load is more than 9 persons, two means of exiting are required (Section 10 of the California Fire Code).

IMPORTANT: Companies using a Multi-Level/Enclosed Booth must submit booth drawings/renderings to:

Ronnie Gomez
Moscone Center
747 Howard Street
San Francisco, CA 94103

AND

Terri Carter
NADA Expo Dept. MS #33
8400 Westpark Drive
Tysons, VA 22102

rgomez@moscone.com

expoforms@nada.org



Enclosed Multi-Level Floor Plan Reporting Form

DEADLINE: November 16, 2018

NADA Show 2019 | January 24-27, 2019
Moscone Center | San Francisco, CA

All exhibitors utilizing a multiple-level booth or a booth containing an enclosed area must SUBMIT THIS FORM WITH A BOOTH DRAWING/RENDERING by November 16, 2018.

Exhibiting Company _____

Address _____

City/State/Zip _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

Booth Number _____ Booth Dimensions _____ x _____ = _____ sq. ft.

Type of Booth: Peninsula _____ (Max Height: 20') Island _____ (Max Height: 20')

Height of tallest piece of display material or equipment _____ (Maximum height allowed: 20 feet)

Occupancy limit for enclosed area or second level _____ people

Square footage of enclosed area or second level _____ sq. ft.

Number of exits _____

Number of smoke detectors _____

Number and type of fire extinguisher(s) _____

VERY IMPORTANT: Attach a copy of the booth drawing/rendering with a professional engineer's stamp of certification to this form.

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