

# EXHIBIT LAYOUT GRID

To help you plan your exhibit, lay out your exhibit to scale on the following page. Below is an example showing what should be included on the grid. A copy of your layout should be sent to GES and your EAC, if applicable. Also notify GES of any special requirements that will need pre-show attention. Be sure to include your booth number on the grid and outline the perimeter of your exhibit in a heavy black line.

**IMPORTANT: This form is MANDATORY for WITH HEAVY MACHINERY AND ALL BOOTHS LARGER THAN 200 ft<sup>2</sup>**

Please email your grid to GES at [scouture@ges.com](mailto:scouture@ges.com) and copy [utsoi@sme.org](mailto:utsoi@sme.org) by Jan 26<sup>th</sup>, 2024.

Company SME Canada Booth # 981

Person responsible John Smith Scale: 1 square = 2' x 2'

These items should be considered when planning your exhibit:

1. Machinery positions and viewing areas for demonstrations
2. Electrical, air, and water lines
3. Office or desk area and telephone location
4. Walk thru traffic flow
5. Type of floor covering (if any)



