

## Raw Space Exhibitors Guide

### **CMTBA Exhibitor Manual**

The forms below are mandatory to complete with this manual. Please review the other forms for any additional services you may need.

| <b>Form Name</b>                      | <b>Deadline</b>   |
|---------------------------------------|-------------------|
| List of Exhibits                      | January 20, 2018  |
| Exhibition Catalogue Information Form | February 28, 2018 |
| Exhibitor's Badge Application         | March 13, 2018    |

### **General Services Manual – (Going Live in Early January)**

Once you login to this manual, you will see three main tabs. The first tab, “Declaration Forms” contains all the ordering forms. The second tab, “Upload Drawings”, is where you can upload your booth layout and other documents.

#### Declaration Forms

| <b>Form Name</b>                                       | <b>Deadline</b> |
|--|-----------------|
| Furniture Rental (Form 2)                              | March 9, 2018   |
| Electrical Rental (Form 3)                             | March 9, 2018   |
| Electricity I – Light Only (Form 4)                    | March 9, 2018   |
| Electricity II – Machine Use ( Form 4)                 | March 9, 2018   |
| Rental – Water, Hanging Point, Compressed Air (Form 5) | March 9, 2018   |
| 24 – Hour Electricity (Form 6)                         | March 9, 2018   |

#### Booth Construction Guideline Forms

| <b>Form Name</b>                    | <b>Deadline</b> |
|-------------------------------------|-----------------|
| Appointment of Raw Space Contractor | March 9, 2018   |
| For booth contractor only           | March 9, 2018   |

Please make sure you read through the Rules and Regulations document located on the AMT Pavilions site.

