

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 ONLY MANDATORY FOR ALL BOOTHS LARGER THAN 200 ft²
AND ALL BOOTHS WITH HEAVY MACHINERY**

Please **email** your grid to Autymn Gelette, GES at agelette@ges.com and **copy** Ursula Tsoi, SME at utsoi@sme.org by **August 25, 2023**

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)



