



### Island Booth Forms

I am contacting you because your company reserved an Island Booth (booth space that is surrounded on all 4 sides by an aisle and is 400 square feet or greater) at IFT19, June 3-5, 2019 at the Morial Convention Center, New Orleans, LA.

IFT requires all companies who have Island Booths to complete the [Island Review form](#) and submit a booth rendering with dimensions to our reviewer, Claude Adomaitis at [explglobal@gmail.com](mailto:explglobal@gmail.com) on or before **March 22, 2019**.

***Please forward this email to your exhibit house representative if you are not responsible for completing this information.***

You are required to submit a plan each year, even if you are using the same floor plan from a previous year.

Be sure to include the following information on your floor plan:

- Company Name
- Dimensions
- Booth Number
- Booth Size
- Contact Name
- Sign/hanging Sign Details

Booth configuration guidelines can be found [here](#).

Thank you once again for your support of IFT.

Sincerely,

A handwritten signature in black ink that reads 'Melodie' followed by a long horizontal flourish.

Melodie Anderson, CEM

Exhibits Manager

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