

IT INSTALLATION BOOTH DIAGRAM

Fax or Mail to Gaylord Texan Resort & Convention Center

ATTN: IT Department

1501 Gaylord Trail, Grapevine, Texas 76051

P: 817-778-3600 F: 817-778-3699



BACK OF BOOTH

Booth on Left										Booth on Right
FRONT										

Event Name: _____ Event Dates: _____

EXHIBITOR NAME: _____ BOOTH NUMBER: _____

Specific instructions about your booth layout should be written on **this page** for the technicians to read. Mark the diagram with your booth dimensions and orientation (i.e., list the aisles and adjacent booth numbers), and indicate placement of **technology** services with an "X".

Do not forget to label your diagram with the tradeshow name, booth name, and booth number.

****IT hard line requests MUST be accompanied by the above diagram. Failure to mark this page with the location of hard line installations may result in delayed IT services.**

On-Site Contact: _____ Phone No.: _____

E-mail Address: _____