

Leasing Mall Exhibit Data Sheet

(New this year, a completed **Exhibit Data Sheet** must accompany each **Exhibit Design Submission** to qualify for official review.)

Please print clearly

Exhibitor name

Full Address of the Exhibit Location (As it appears in the ICSC space confirmation)

Exhibit size

Total Square Footage

Exhibitor (or appointed EAC) Contact Name

Contact Title

Contact Phone

Contact E-mail Address

Date Submitted

EXHIBIT STRUCTURE INFORMATION

Please check one

- Same Exhibit used at ICSC RECon 2008
- Modification to Exhibit Structure used at ICSC RECon 2008
- New Construction/ New Exhibit in 2009

EXHIBIT LOCATION/ADDRESS INFORMATION

Please check one

- Same Exhibit location/address from ICSC RECon 2008
- New location/address
- Comments: _____

EXHIBIT DESIGN CRITERIA COMPLIANCE

Please check one

- All exhibit items are 10' in height or below (or 8' and below for Public Sector Plaza locations)
- All items above 10' in height, up to 16', are located within the 4' Deep Design Control Area. (Public Sector Plaza locations do not have a 4' DDCA)
- Some items are in excess of the stated Exhibit Design Criteria and a variance is requested for consideration. (Submitted Exhibit Design drawings should clearly note the items requested for variance review)

Important Notes and Information:

1. Submissions are due no later than 12:00 pm Eastern Standard Time on Friday, February 13, 2009.
2. A completed **Leasing Mall Exhibit Data Sheet** must accompany each **Exhibit Design Submission** to qualify for official review.
3. Incomplete submissions will not be reviewed and will be returned.
4. Please see #5 in the [ICSC RECon 2009 Exhibit Design Criteria](#) for full submission requirements and submission contact information.
5. It is each Exhibitor's responsibility (or appointed EAC's responsibility) to thoroughly review the [ICSC RECon 2009 Leasing Mall Exhibit Design Criteria](#) and ICSC RECon 2009 Leasing Mall Rules & Regulations.
6. Exhibit Designs should be submitted each year only after the exhibitor has received space confirmation from ICSC to ensure guaranteed space size, location and orientation.
7. E-mailed submissions only (10 MB maximum size). Mailed and faxed submissions will not be accepted.
8. Booth construction should not begin until an ICSC Exhibit Approval has been issued.
9. All submissions are reviewed in the order they are received with an average response time of 3 weeks from the date the **Leasing Mall Exhibit Data Sheet** and **Exhibit Design Submission** are received.
10. EACs representing more than one exhibit must submit exhibit designs separately to ensure proper ICSC approval and record for each Exhibitor. **Batch submissions will not be accepted.**

Submissions must be sent to the following contacts by 12:00 pm Eastern Standard Time on Friday, February 13, 2009:

- RECon09@ddg-usa.com for Exhibit Design Criteria compliance review and ICSC written approval.
- RECon09designsubmissions@ges.com for GES review and records. GES does not issue approvals.
- **LVCVA Fire & Safety** (please review the ICSC [RECon Leasing Mall Exhibit Design Criteria](#) to determine if your exhibit requires Fire Marshal review and approval.)