

## Checklist for Custom-Built Booth Submission

All exhibitors with a custom-built space are required to get written approval of their booth layout/design from the HUPO 2026 Secretariat. Your booth space is classified as a custom booth if you have ordered any construction beyond the standard shell scheme booth.

This checklist serves as a guideline to ensure all required documents and information are submitted to the HUPO 2026 Secretariat for review and approval.

Please submit your detailed drawings to [HUP02026-fulfillment@icsevents.com](mailto:HUP02026-fulfillment@icsevents.com).

- Scaled floor plan with accurate dimensions
- 3D perspective and elevation views with overall booth height and height of all structural elements
- Material specifications (e.g. wall, flooring, ceiling, signage)
- Technical & Electrical details that affect structure layout

Note:

- The submitted design must comply with venue and organizer regulations.
- Any changes made after approval must be re-submitted for review.
- Booth construction may not commence until written approval is received.