RETROSPECT

2017 Theme: “Cultivate"

Freestanding display (designed and built by exhibitor) fitting within 3’.0” square volume standing no higher than 7’.10”. Multiple kiosk spaces may be purchased to accommodate the size of your exhibit.

Exhibitors must submit elevation drawings or photos of their exhibits detailing the size and materials used to Kaitlyn Howell: khowell@aiadallas.org by February 22nd @ 5pm.

Designs and materials will be reviewed by NorthPark Management for safety purposes and could be returned to the exhibitor for more information or small adjustments. Please make sure your exhibit is ADA approved.

Power to exhibits will be turned off each night. If your exhibit requires a restart of any kind, please prepare to send someone each morning to reset it.

SCHEDULE: (TIME WINDOW STRICTLY ENFORCED)

Setup: Begins a 9pm on April 4
All exhibits must check-in by 10pm and completed by 1am the same night

NOTE: LOCATION OF EXHIBITORS IS DETERMINED BY LOTTERY

Take Down: 6-10pm, Saturday, April 16, 2016

ENTRY FEES

AIA Members: $250 per kiosk space Non-Members: $500 per kiosk space

Electricity: $50 per 5amps

Each exhibitor is responsible for the set up & take down of their display within the hours indicated above. Any tools, wires, cables, A/V equipment, etc. required for these purposes are the responsibility of the exhibitor. NorthPark will NOT provide any extension cords, power tools, or equipment to exhibitors. Exhibit items not claimed by 10pm on April 16 will be removed from the exhibit space and disposed of by mall management.

*Limited amount of electrical power! First come, first served.
Complete entry form and pay online at AIADallas.org. Select number of kiosk spaces needed and if electricity is required. Available spaces filled in order of payment received.

Payment for entry fees can be completed on at AIADallas.org or via mail with payment to:

AIA Dallas
1909 Woodall Rogers Freeway, Suite 100
Dallas, TX 75201