SUBMISSION INSTRUCTIONS
EXHIBITOR Magazine's Seventh Annual
Portable/Modular Awards

Entry Requirements

The following items must be submitted for each entry.

1. **Entry Form and Fee.** Fill out the **online entry form** and remit payment via credit card.

2. **PowerPoint/Summary (for judging purposes).** Download the PowerPoint Template http://www.exhibitoronline.com/awards/pma/PortableModularAwardsTemplate.pptx
   This document provides detailed instructions and a template to help you create a PowerPoint presentation that will be consistent with other entries. It will house your low-res visuals as well as a written description of the project. (You must use the template as opposed to your own design.)

3. **High-Res Photos (Raw, TIFF, EPS, or JPEG format for publication).** Include overall and detail images of the completed project. While renderings will be accepted among the images, at least two and no more than 20 images of the completed project must be included. (For the Best Reconfigurable Exhibit category, entrants must provide visuals for at least two different configurations.) Provide the same images contained in the PowerPoint (see above), but as individual files in their original, high-res formats. Files must be 300 dpi or more and 8.5-by-11-inch or more.

4. **Videos (optional) —** Include any videos related to the design using a format compatible with Windows Media Player. Provide actual video files, not URLs.

5. **Floor Plan (optional)** — Include a high-res floor plan.

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Submission Directions

1. Complete the **online form** and remit payment via credit card.

2. Submit the remaining requirements (i.e., the PowerPoint/Summary, High-Res Photos and any Videos and Floor Plans) via Dropbox.com. (You must use Dropbox.com, as opposed to your company's preferred file-transfer service.)

   Prior to submission, place all entry components — the PowerPoint/Summary, High-Res Photos, Videos (optional), and Floor Plans (optional) — into a folder and label it with the awards-name abbreviation (PMA), the client-company name, and the category you're entering. For example, your folder might be titled "PMA, Cisco Systems Inc., International Design" or "PMA, Bob's Widgets, 10-by-10 Exhibit." (Please include the commas and spacing exactly as indicated to aid in file location.)

3. Finally, share this file with larmstrong@exhibitormagazine.com and ensure that it remains accessible through July 1, 2020.

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Budget Ranges (Select one of the following for the title slide of your PowerPoint presentation.)

- Less than $10,000
- $10,000 – $19,000
- $20,000 – $39,000
- $40,000 – $79,000
- $80,000 – $149,000
- $150,000 – $249,000
- $250,000 – $499,000
- $500,000 – $749,000
- $750,000 – $999,000
- $1 – $1.9 million
- $2 – $4.9 million
- $5 million or more

Category Names (Select one of the following for the title slide of your PowerPoint presentation.)

- Best 10-by-10-Foot Exhibit
- Best Fabric Exhibit*
- Best Use of Graphics
- Best In-Line Exhibit (10-by-20s, 10-by-30s, etc.)
- Best International Design
- Best Island Exhibit Less Than 600 Square Feet
- Best Island Exhibit 600 to 1,000 Square Feet
- Best Island Exhibit More Than 1,000 Square Feet
- Best Reconfigurable Exhibit
- Best Rental Exhibit*
- Best Tabletop Exhibit
- Best Use of Technology

*Your PowerPoint summary must list which exhibit components are fabric.

**Your PowerPoint summary must list which exhibit components are rentals.

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Deadlines and Entry Fees

Early bird deadline: Sept. 27, 2019, $145

Regular deadline: Oct. 4, 2019, $195

Late-entry deadline: Oct. 11, 2019, $245

Payment is collected via the **online form** and must be made in U.S. funds via Visa, MasterCard, or American Express. To be eligible for the pricing indicated, all entry requirements (including visuals submitted via Dropbox) must be submitted by 11:59 p.m. on or before each deadline. No entries (nor Dropbox materials) will be accepted after 11:59 p.m. on Oct. 11, 2019.

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Additional Info

- Entries submitted without all requirements will not be considered, and entry fees will not be refunded.
- By entering the Portable/Modular Awards, entrants grant permission to reproduce the materials and information entered in any magazine, book, promotional material, or online format produced by Exhibitor Media Group, and to display all materials and information at any EXHIBITOR*LIVE* or related event.
- Pending judges' scores, winners and finalists may not be selected in all categories.
- Failure to provide an interview or significant discrepancies between the entry and information provided after judging could result in forfeiture of the award.

Questions?

Contact Linda Armstrong, larmstrong@exhibitormagazine.com.