MULTI-LEVEL/ENCLOSED BOOTH FLOOR PLAN FILING REQUIREMENTS

Deadline: December 11, 2026

If you plan to construct a booth with more than one level or with an enclosed area, you must also submit a booth drawing/rendering for approval by NADA and the Orange County Convention Center. **Detailed plans of enclosed or multiple-story booths must be submitted at least 30 days prior to move-in.**

When submitting your booth drawing/rendering, please attach the Multi-Level/Enclosed Booth Floor Plan Reporting Form to your booth drawing/rendering.

Following are the Orange County Convention Center guidelines for multi-level/enclosed booth construction and floor plan approval procedures. If you do not obtain prior approval, you will not be able to construct your booth in the Orange County Convention Center. To ensure the success of your exhibit, please make sure you have complied with the following guidelines:

Orange County Convention Center Multi-Level/Enclosed Booth Regulations

Please consult the OCCC Multi-Level & Covered Booth Conditions on the OCCC website, www.occc.net/Exhibitor-Guidelines-Information, for complete information regarding multi-level and covered booths. Fire watch personnel are charged at the prevailing rate. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:
- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.
- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch **REQUIRED**

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.
- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair **REQUIRED**
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs **REQUIRED**

IMPORTANT: Companies using a Multi-Level/Enclosed Booth must submit booth drawings/renderings to:

Terri Carter
NADA Expo Dept
expoforms@nada.org

Enclosed Multi-Level Floor Plan Reporting Form

DEADLINE: December 11, 2026

NADA Show 2027 | February 17-20
Orange County Convention Center | Orlando, FL

All exhibitors utilizing a multiple-level booth or a booth containing an enclosed area must SUBMIT THIS FORM WITH A BOOTH DRAWING/RENDERING by December 11, 2026.

_____
Exhibiting Company

_____
Contact Person Email Address

_____
Phone Number (Direct or Cell)

Booth Number_____ Booth Dimensions _____ x _____ = _____ sq. ft.

Type of Booth: Peninsula ____ Island ____
(Max Structure Height: 20' – Hanging Sign: 25') (Max Structure Height: 20' – Hanging Sign: 25')

Height of tallest piece of display material or equipment _____ (Maximum height allowed: 20 feet)
Occupancy limit for enclosed area or second level _____ people
Square footage of enclosed area or second level _____ sq. ft.
Number of exits _____
Number of smoke detectors _____
Number and type of fire extinguisher(s) _____

VERY IMPORTANT: **Plans must be submitted in CAD format with this form.**

Submit this form **with a booth drawing/rendering (CAD format) by December 11, 2026** to:

Terri Carter
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