



Appendix 1: CAD Best Practices



1. File Size, Type, and Reference Files: The CAD drawing should not exceed 6MB when possible. The drawing should also be saved in .DWG format (2012 or earlier). All files necessary to draw the floor plan should be saved to the .DWG. No external references should be used.
2. Layer Names: The following is an example of how a CAD drawing can be layered in order to provide a clear and concise picture of the floor plan. Please provide one layer for each of the following entities:
 - a. *Max Layout Booth Outlines
 - b. *Max Layout Booth Numbers
 - c. *Island Layout Booth Outlines
 - d. *Island Layout Booth Numbers
 - e. Non-Exhibiting Spaces (Outlines and Text)
 - f. Text Markings
 - g. *Building Shell
 - h. Electric Utilities
 - i. Fire Equipment and Zoning
 - j. Ceiling Height Restrictions

*Indicates the essential layers required for a2z. Any other layering scheme can be used as long as these five layers are separate from all other drawing elements.

3. Max and Island Compatibility: The Island layout's booth numbers, booth outlines, and spatial orientation should be based on the Max layout.
4. Standard Max booth size: All Max layout booths should be of a standardized size. Examples include 10' x 10' for floor plans in feet and 3m x 3m for floor plans in meters. The end goal is that any large Island booth should be represented by a grid of smaller, standardized booths on the Max layout.
5. Booths:
 - a. Each booth outline should be created as an individual Block Reference object.
 - b. The Rectangle drawing tool should not be used. (This results in the booth outlines being Polyline objects.)
 - c. Only the booth outlines should be on the booth outline layers. (Island and Max)
 - d. Only the booth numbers should be on the booth number layers. (Island and Max)
6. Booth number location: Each individual booth number text field should be drawn completely within its corresponding booth outline.
7. Block References: The CAD should not contain any other Block References besides the individual block references used on the booth outline layer. Any prefabricated drawing elements such as tables and chairs, registration desks, furniture, etc. should be exploded and placed on the appropriate layers.
8. 3D Objects: 3D objects of any type should not be used. These often exist as a result of exploding Block References which do not have all elements on the same layer.