SUBMISSION INSTRUCTIONS
EXHIBITOR Magazine's 13th 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. (Visit www.ExhibitorOnline.com/PMA and under How to Enter on the far right, click on PowerPoint Template under Step 3.) 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 according to the following category parameters.
   - **All Categories EXCEPT for Best Conceptual Design**
     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.)

   - **Best Conceptual Design**
     Provide at least two and no more than 20 renderings of the conceptual design. Provide the same images contained in the PowerPoint (see No. 2 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/Process

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.)
   IF YOU DON'T USE THE PRESCRIBED NAMING CONVENTION, YOUR FOLDER COULD BE IMPOSSIBLE TO LOCATE AND YOUR ENTRY CAN BE DISQUALIFIED.

3. Finally, share this file with larmstrong@exhibitorgroup.com and ensure that it remains accessible through October 31, 2026.

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

- 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. See the PowerPoint Template for additional info.)

Traditional Categories (fabricated/realized stands)

- **Best Conceptual Design** — Any portable/modular stand design that has never been constructed/realized. Designs must be intended for a temporary marketing capacity (e.g., trade show, corporate event, outdoor festival, etc.). Projects might be the result of: RFPs that have never developed into built exhibits or simply designers' wildest imaginations. However, each design must employ a real brand of portable/modular components (e.g., BeMatrix, Aluvision, Octanorm, etc.) and be capable of being constructed. (They can't break the laws of physics.)
- **Best Fabric Exhibit*** – An exhibit comprising predominantly fabric components.
- **Best In-Line Exhibit** (10-by-10s, 10-by-20s, 10-by-30s, etc.)
- **Best Island Exhibit**
- **Best Reconfigurable Exhibit** – An exhibit that can be reconfigured to accommodate various footprints, goals, shows, etc. Entrants must submit photos of the booth in at least two different configurations.
- **Best Rental Exhibit**** — An exhibit comprising predominantly rented components.
- **Best Use of Graphics** – Graphics for the entire exhibit and/or individual applications or purposes, such as info graphics, way-finding systems, product-display graphics, overhead-signage design, large-format graphics, etc.
- **Best Use of Technology** – Innovative and effective use of technology within a portable/modular exhibit.

*Your PowerPoint Summary must indicate which elements are fabric.
**Your PowerPoint Summary must indicate which elements are rental.

Exceptional Effort

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Deadlines and Entry Fees

Early deadline: Nov. 7, 2025, $195
Regular deadline: Nov. 14, 2025, $245
Late deadline: Nov. 21, 2025, $295

Payment is collected via the **online form** and must be made in U.S. dollars 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.
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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 Group, and to display all materials and information at any EXHIBITOR*LIVE* or related event.
- EXHIBITOR reserves the right to eliminate a category or disband the awards program if the quantity of entries affects the viability and integrity of the category or program. In either case, applicable entry fees will be refunded. EXHIBITOR also reserves the right to transfer entries between categories as necessary to ensure the viability of the categories or program.
- Once you fill out an online form, your payment will be processed, and no refunds will be given regardless of your ability to supply additional entry requirements.
- 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@exhibitorgroup.com.
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