

Board Specs

1. **AIA Philadelphia will:** Handle all logistics, printing, and courier services of all exhibit boards.
2. **Description of Entry:** Entry is limited to 36" x 24" panels only. Panels must have 4 cut-out slits properly placed 6" from each corner. Each slit should measure 3" deep, with a tapered opening 9/16" wide to 7/16" wide, see template for location. If the template is not followed and cut-out slit locations are incorrect, the submitting firm will be notified and asked to resubmit the digital file. Boards will be printed on 1/2" thick FOAM CORE to reduce warping and ensure proper interlocking of all boards.
3. **Font Requirement:** You must use Tahoma Font for your exhibit board.
4. **Digital File Templates:** All digital board templates must be uploaded with your submission prior to the deadline of 11:59 p.m. Friday, August 31, 2018.
5. **Installation & Dismantling:** Installation and dismantling will be handled by AIA Philadelphia staff and volunteers and will take place at Bok (1901 S. 9th Street - install October 3, dismantle on October 13) and at the Center for Architecture and Design (1218 Arch Street – install on October 14 and dismantle on November 15). No modifications to the exhibit will be permitted during the course of the show, regardless of the reason. You must ensure that pertinent permission for exhibition and/or publication from clients is obtained prior to entry of your materials.

The exhibit will be on display from October 3, 2018 until November 15, 2018.

6. **Display:** Location of panels within the exhibition system is strictly by random order. We will make every effort to place firm's boards together.

Board Content

All boards are **REQUIRED** to include the following information:

Top of Panel

1. Project Name
2. Project Location
3. Submitting Company Name and/or logo

Bottom of Panel

1. Design Team (If Allied Firm member is submitting, team must include the Architect)
2. Photo credit (on photo or bottom panel, wherever it fits best)

Additional information that can be listed, but not required, include:

1. Additional Design Team Members, including but not limited to:
 - a. Engineering Consultants
 - b. Other Specialty Consultants
 - c. Building Owner
 - d. Owner's Representatives
 - e. General Contractors
2. Firm website.