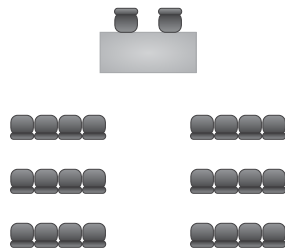


Layout Guide



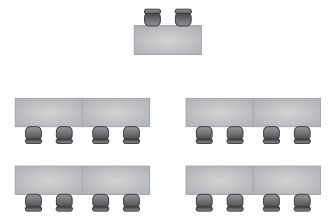
Theater

Rows of chairs facing a stage, speaker or head table.



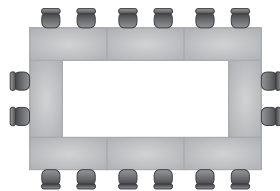
Classroom

Rows of tables with chairs facing the front of a room.



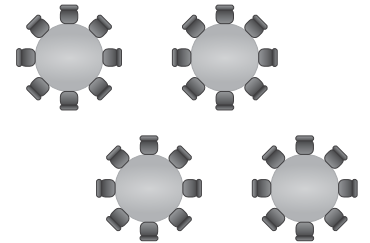
Hollow Square

Tables set in a square (or rectangle) with chairs placed around the outside of the table. Center of the set-up remains empty.



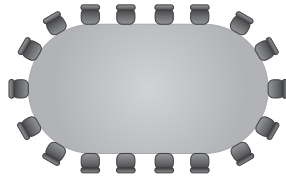
Round Banquet

A grouping of round tables arranged to facilitate food service. The size of the tables affects the number of guests seated at each table.



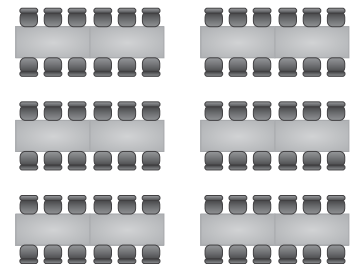
Boardroom

Rectangular or oval tables, set up with chairs placed around all sides.



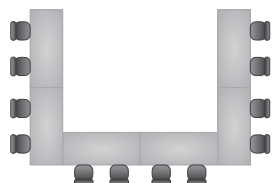
Rectangular Banquet

A grouping of rectangular tables arranged to facilitate food service. The size of the tables affects the number of guests seated at each table.



U-Shape

Tables set up in the shape of the letter "U," with chairs set around the outside.



Clear Floor

Meeting space with no furniture.

Custom

Client specified setup. Will require a diagram.