

REQUESTED DATE ON-SITE: _____

Company Name:	
Contact Name:	
Booth Number:	

Estimated Time

Start Time:
Finish Time

Reason

<input type="checkbox"/> Set-up	<input type="checkbox"/> Photography
<input type="checkbox"/> Technical Issue	<input type="checkbox"/> Video
<input type="checkbox"/> In-booth Meeting (provide details)	<input type="checkbox"/> Other (please explain)

Names:

Note:

- Photography and video are allowed at the assigned booth(s) only. Photography and video at your booth shall not capture attendees or third parties without their express permission. If a photograph or videotape is taken of another booth, the recording media (film, digital chip, tape, etc.) will be retrieved by security for further investigation.
- All personnel authorized to remain after published exhibit show hours to photograph their booth(s), must stay within their booth perimeter. Roving on the exhibit floor is prohibited. Security will escort any person roving in or among booths other than their own off the exhibit floor.

Exhibitor Signature: _____ Date: _____

Show Management Signature: _____ Date: _____