

SUPPLY SIDE EAST 2018 BOOTH APPROVAL FORM

RETURN TO: JEN DULAY
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DEADLINE: MARCH 26, 2018

A COMPLETED FORM AND
BOOTH DIAGRAM IS REQUIRED
BY ALL EXHIBITORS.

COMPANY _____
SHOW COORDINATOR CONTACT _____
EMAIL _____

BOOTH NO. _____
PHONE _____

PLEASE MARK ANY AND ALL CATEGORIES THAT APPLY. SUBMIT FORM BY MARCH 26, 2018, ALONG WITH A DIAGRAM OF YOUR BOOTH. (MUST INCLUDE MEASUREMENTS)

REQUESTS WILL BE REVIEWED AND APPROVED BY SHOW MANAGEMENT WITH A FOLLOW UP CONFIRMATION EMAIL.

HEIGHT VARIANCE (ISLAND BOOTHS ONLY, 400 SQ. FT. AND ABOVE)

Height Requested _____

Height Variance requests must be accompanied by a detailed drawing.

Please note the following height limitations:

Island Booth – 20'

FOR SHOW MANAGEMENT

Height Variance is:

- Approved as shown in diagram
- Not approved. Please note the following:
 - Exhibit is too high for the location.
 - Please send detailed diagram of display.

Authorized Show Management Signature & Date

BALLOONS

Must be approved by show management.

HANGING SIGNS

Show Management must have a rendering on file for all Hanging Signs.

The designated height limitation for hanging signs is 20' from the top of the sign to the floor.

VEHICLE ON SHOW FLOOR

Must be approved by Show Management.

COVERED/ENCLOSED EXHIBITS AND MULTI-LEVEL BOOTHS

(see Rules & Regulations section of Exhibitor Service Kit)

COVERED AREA = _____ SQ. FT.

- All tents and canopies
- Multi-story and canopies

PLEASE SEE RULES AND REGULATIONS SECTION OF THE EXHIBITOR SERVICE KIT FOR ALL GUIDELINES AND REGULATIONS

N/A - NONE OF THE EXCEPTIONS APPLY.