



## BOOTH APPROVAL REQUEST FORM

To ensure equal visibility for all exhibitors at PhotoPlus Expo 2008, exhibiting companies occupying 400 or more square feet, those with an end cap or peninsula booth, or those requesting an exception to the PhotoPlus Expo Booth Construction Guidelines must submit this completed form along with a detailed drawing or schematic of your booth layout for approval. All forms and drawings/ schematics must be returned to the address or fax number listed below by **September 19, 2008**. All booths must be in compliance with the PhotoPlus Expo Booth Construction Guidelines for Display Rules and Regulations located behind Union Jurisdiction/Work Rules/Fire Regulations/Booth Guidelines tab.

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth Size: \_\_\_\_\_ X \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-MAIL : \_\_\_\_\_

### STRUCTURE INFORMATION:

Please include on your drawings/schematic the exact height and width of structures, towers, graphic panels, truss, hanging signs, etc. **Booth Approval Requests cannot be approved unless this information is provided to Show Management.**

### FOR OFFICE USE ONLY

- \_\_\_\_\_ Booth Approved by Show Management
- \_\_\_\_\_ Booth Approved by Show Management with Modifications as Indicated Below
- \_\_\_\_\_ Booth Disapproved by Show Management

Terms of Approval/Modification/Disapproval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Show Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note: All approvals/disapprovals will be acknowledged in writing by Show Management within 10 business days from receipt of request. Verbal approvals will not be granted. Once on-site, Show Management will inspect all booths receiving approval. In the event the actual booth is not in accordance with the approved specifications, the exhibitor will be required to alter or remove the booth at the exhibitor's expense. Booth approvals are valid only for the 2008 Event.**

**RETURN DEADLINE: September 19, 2008**

**FAX TO: (703) 488-2726  
OPERATIONS DEPARTMENT**