



Special Admittance Request Form

Exhibitors must submit this form to the Managing Directors to arrange special admittance to the Show floor for **booth personnel, EAC personnel, photography, video crews, sound technicians, computer programmers, and other personnel working in or delivering items to your booth** if access is needed before, during or after published access hours – including media personnel for press conferences.

Please fill out this form and return it to the Exposition Management office located in The Square by 3:30 pm for evening access; or on the day prior for early access the next morning. All personnel should be notified to enter and exit the Show floor via the security checkpoint at the main entrance to the Show. For late work permission, all personnel must be in the hall by 4:30 pm, no in and out access. Security will be provided a list of pre-approved authorized crews that will be permitted on the Show floor during non-Show hours.

Show rules prohibit exhibitors from photographing or filming exhibitor booths, other than their own, without special permission from other exhibitors. Exhibitors must notify Exposition Management if they grant permission to anyone other than their own crews to photograph or video tape their booth. All crews must stay within the confines of their booth during Show hours. Aisles may not be utilized for filming or photography during Show hours except by registered authorized members of the press. Photographers or filming crews may not touch nor disturb another exhibitor’s display at any time.

We will need access to the Exhibit Hall before or after exhibitor admission hours on the following date(s) and time(s):

<u>Date</u>	<u>Type of Crew</u>	<u>Time In</u>	<u>Time Out</u>
Friday, February 23	_____	_____	_____
Saturday, February 24	_____	_____	_____
Sunday, February 25	_____	_____	_____
Monday, February 26	_____	_____	_____
Tuesday, February 27	_____	_____	_____
Wednesday, February 28	_____	_____	_____
Thursday, March 1	_____	_____	_____

Company _____ Booth No. _____

Submitted by: _____ Date _____