

SHOW RULES AND REGULATIONS

GUEST EARLY/LATE ACCESS EVENT REQUEST FORM

Deadline: June 8, 2015

Use this form if you are planning to host an event or appointments with customers in your booth prior to or after official show hours on Tuesday, June 9, Wednesday, June 10 and/or Thursday, June 11.

Licensing Expo Exhibit Hours

Tuesday, June 9 9 AM - 5:30 PM
Wednesday, June 10 9 AM - 5:30 PM
Thursday, June 11 9:30 AM - 3:30 PM

If your event is approved:

- You will receive email confirmation.
 - Pre-show hours events will also receive a floor plan showing the designated entry and exit door for your guests. Only this designated entry/exit location may be used. Security will be located at this door with a list of your guests, and will be checking names.
 - You are required to have at least one company representative for each 25 guests located at the entry/exit door to meet your guests and escort them to and from your booth.
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- All guests must have an official Licensing Expo badge. No one will be allowed access to the show floor without an official Licensing Expo badge.
 - Events taking place before official show hours cannot begin any earlier than one hour prior to the opening of the show.
 - Events taking place after official show hours must end no later than one hour past the close of the show. No events are allowed after 3:30pm on Thursday, June 11.
 - If you have electricity or lighting in your booth and need this on during your before-hours event, you must order/upgrade to 24 hour power.

Questions?

E-mail Licensing Expo Operations at jpaloma@advanstar.com. Otherwise fax or email this form with your guest list.

E-mail jpaloma@advanstar.com Fax (310) 943-3264

Event Title and Description		Number of Attendees
Event Date	Event Start Time	Event End Time
Company Name	On-Site Contact Name	Booth #
Phone	Fax	Email

Complete and return this form no later than May 1, 2015.
RETURN TO: Jeanne Paloma at jpaloma@advanstar.com

LICENSING EXPO SHOW MANAGEMENT APPROVAL (Completed by Licensing Expo Operations upon receipt of application)

_____ This event is approved. Security Check Point for entry/exit is _____

_____ The above event is denied for reason(s) as follows: _____

Deadline: June 8, 2015

Use this form if you are planning to host an event in your booth for non-exhibiting guests anytime. This form must be submitted with the EARLY/LATE ACCESS EVENT REQUEST FORM.

Company Name: _____ Booth # _____

Contact: _____

Phone Number: _____ E-Mail Address: _____

Tuesday, June 9, 2015

Appointment 1 Time: _____ Name(s): _____

Appointment 2 Time: _____ Name(s): _____

Appointment 3 Time: _____ Name(s): _____

Appointment 4 Time: _____ Name(s): _____

Wednesday, June 10, 2015

Appointment 1 Time: _____ Name(s): _____

Appointment 2 Time: _____ Name(s): _____

Appointment 3 Time: _____ Name(s): _____

Appointment 4 Time: _____ Name(s): _____

Thursday, June 11, 2015

Appointment 1 Time: _____ Name(s): _____

Appointment 2 Time: _____ Name(s): _____

Appointment 3 Time: _____ Name(s): _____

Appointment 4 Time: _____ Name(s): _____

In order to access the exhibit hall prior to show open hours, please inform your confirmed appointments to proceed to the show entrance and provide security with their name, appointment time, along with your company name and booth number. Customers must remain within the confines of your booth only. Access will only be granted to those with an official Licensing Expo badge, no exceptions.

Complete and return this form no later than June 8, 2015.

Email: [Jeanne Paloma at jpaloma@advanstar.com](mailto:jpaloma@advanstar.com)