

# SHOW RULES AND REGULATIONS

## Early/Late Guest Access Request

**Deadline: May 21, 2018**

Submit this form if you are planning to host an event / appointments with customers prior to or after show hours.

### Licensing Expo Exhibit Hours

Tuesday May 22 9:00 AM - 5:30 PM, Wednesday May 23 9:00 AM - 5:30 PM, Thursday May 24 9:30 AM - 3:30 PM

#### If your event is approved:

- You will receive email confirmation.
- Pre-show hour's 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.
- You will be required to hire security for the duration of the event.

All guests **must** have an official Licensing Expo badge. No one will be allowed access to the show floor without a 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, May 24.

If you have electricity or lighting in your booth and need this on during your before-hours event, you must order 24 hour power.

**Questions?** E-mail Licensing Expo Operations at [frank.misceo@ubm.com](mailto:frank.misceo@ubm.com)

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

**LICENSING EXPO SHOW MANAGEMENT APPROVAL** (completed by Licensing Operations upon receipt of application)

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

# SHOW RULES AND REGULATIONS

## Early/Late Access Guest List

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

### **Deadline: May 21, 2018**

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, May 22, 2018**

Appointment 1 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

Appointment 2 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

Appointment 3 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

Appointment 4 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

#### **Wednesday, May 23, 2018**

Appointment 1 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

Appointment 2 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

Appointment 3 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

Appointment 4 Time: \_\_\_\_\_ Name(s): \_\_\_\_\_

#### **Thursday, May 24, 2018**

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 hours, please inform your guests 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. Access will only be granted to those with an official Licensing Expo badge, no exceptions.

**Complete and return this form no later than May 21, 2018.**

**Email: Frank Misceo- [frank.misceo@ubm.com](mailto:frank.misceo@ubm.com)**