



BOOTH EXCEPTION/VARIANCE APPROVAL REQUEST FORM FOR IN-LINE BOOTHS

To ensure equal visibility for all exhibitors at E3, exhibitors occupying **400 square feet or less of In-Line exhibit space** requesting an exception/variance to E3 guidelines, must complete and return this form along with a detailed drawing or schematic diagram of your booth layout for approval. All forms and drawings/schematics must be returned to the address listed below by **April 4, 2016**. **All booth designs must follow the E3 guidelines for Booth Regulations & Configurations.**

Company Name: _____

Contact: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____ E-MAIL: _____

Booth Number: _____ Booth Dimensions: _____ x _____

STRUCTURE INFORMATION:

Please include on your drawing/schematic diagram of the exhibit layout, the height and width of structure towers, graphic panels, truss, graphics (including hanging signs), and lighting specifications. Booth Approval Requests will not be approved unless this information is provided to Show Management.

☐ **FOR OFFICE USE ONLY**

- ☐ Booth Approved by Show Management ☐ Booth Not Approved by Show Management
☐ Booth Approved Pending Modifications as Noted Below

Terms of Variance Review:

Show Management Signature: _____ Date: _____

*Please note: All variance requests will be acknowledged in writing by Show Management within ten (10) days after receipt of request. Verbal approvals will not be granted. On-site, Show Management will inspect all booths receiving advanced approval. In the event the actual booth does not comply with the approved specifications, the Exhibitor will be required to alter or remove the booth at its own expense. Booth approvals are valid only for the E3 2016.

RETURN DEADLINE **April 4, 2016** E-Mail to: Mley@idgworldexpo.com / Aroberts@idgworldexpo.com,

*NOTE: All booths must comply with the LACC Exhibit Structure and Regulations, and may be required to have a building permit.