

Request for Late Booth Installation

Any booth on the show floor not occupied or setup by the following times will be considered abandoned and resold. If your schedule doesn't permit this, please complete and return this form to IDDBA by **May 15, 2017** (email to exhibitorservices@iddba.org, or fax to 608-238-6330), to receive a written waiver for late setup.

Target 1 & 2: 7:00 p.m. on Fri., June 2

Target 3: 5:00 p.m. on Sat., June 3

All booths must have their displays **fully set up by 9:00 a.m.** on Sunday, June 4. All boxes must be out of the aisles for carpet cleaning by 9:00 a.m. After 9:00 a.m. exhibitors must keep aisles clean. Messy unpacking should be done prior to 9:00 a.m., or within the exhibitors booth space.

Only final touches or priming are allowed within your booth from 9:00 a.m. to 11:00 a.m., on Sunday, June 4.

Exhibiting Company:

Contact Name:

Address:

City/State/Country:

Zip/Postal Code:

Phone:

Fax:

Person in charge at show site:

Cell Phone:

Booth Information:

Booth Number:

Booth Size:

How many people does it take to install (set up) the booth?

How long does it take to set up the booth?

What date and time will your staff be arriving for installation of the booth?

Description of the booth:

Materials used in construction of the booth:

Height at the tallest point of the booth layout:

I have enclosed the following items:

- ☐ Rendering (sketch or picture of detailed side views, including height/width/dimensions).
- ☐ Footprint drawing (top-down line drawing of booth, including dimensions).
- ☐ The exact positioning of the booth in relation to surrounding booths, including measurements.

For IDDBA Use Only

Approved: _____ **Date:** _____

For more information or if you have questions, please contact:

Exhibits Team

636 Science Drive, Madison, WI 53711

Phone: 608-310-5000 Fax: 608-238-6330

Email: exhibitorservices@iddba.org