



**TECHNICIANS & NURSES PROGRAM**  
MAY 6-8, 2017

**ADDITIONAL PROGRAMS**  
ASOA WORKSHOPS  
T&N TECH TALKS | ATPD TRAIN THE TRAINER  
ASCRS GLAUCOMA DAY  
CORNEA DAY

## ASCRS•ASOA Additional Set-Up Request Form (Due by: April 14, 2017)

Please complete this form if your company is requesting additional time before or after scheduled set-up or show hours to work in your booth. **Understand you are not permitted in the hall until approved hours and that you must vacate the premises no later than the extended time.**

### ASCRS ASOA Exhibits Installation Schedule – South Hall:

Wednesday, May 3, 2017            8 AM – 8 PM  
Thursday, May 4, 2017            8 AM – 8 PM  
Friday, May 5, 2017                8 AM – 10 PM

\*\*Freight Target Floor Plan will be available in December. Booths will be assigned a designated move in day based on location of the hall and size of booth.

### ASCRS ASOA Exhibit Hall Show Open Hours/Access:

Saturday, May 6, 2017            9 AM – 5 PM  
Sunday, May 7, 2017              9 AM – 5 PM  
Monday, May 8, 2017              9 AM – 5 PM

\*\*Saturday–Sunday Exhibitors and EACs are permitted in the exhibit hall 2 hours prior to hall opening (7 AM)

\*\*Monday, May 9 Exhibitors and EACs are permitted in the exhibit hall 1.5 hours prior to hall opening (7:30 AM)

By signing this form, your company releases ASCRS•ASOA, GES, and LACC from all liability of injury or mishap during the extended hours. One person from your company must be assigned as the responsible party and contact who will be physically present at the booth during the extended hours.

Company Name: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
Contact Last Name: \_\_\_\_\_  
Contact First Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_

**Date Requesting Additional Time:** \_\_\_\_\_  
**Time Extension Requested FROM:** \_\_\_\_\_ AM/PM **TO:** \_\_\_\_\_ AM/PM  
**Number of People Working After Hours:** \_\_\_\_\_  
**Contact Signature:** \_\_\_\_\_

This form must be approved and signed by ASCRS•ASOA prior to performing work outside set-up hours.  
**Please Note: All booths must be set up no later than 5pm on, May 5, 2017.**

Please e-mail or fax this form to ASCRS•ASOA prior to April 14, 2017  
Jamie Barbera, ASCRS•ASOA Exhibits Manager [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org) OR FAX directly to: (703) 547-8840