



## EXTENDED HOURS WORK REQUEST FORM

**<<< Deadline to Submit Request Form: Friday, 8 November 2024 >>>**

Exhibitors needing additional time to perform installation before the posted move-in hours must receive authorization from IAEE Show Management. Early move-in requests may begin Saturday morning (14 December).

### SHOW SCHEDULE:

<b>Exhibitor MOVE-IN</b> .....	Sunday 15 December.....	8:00 A.M. – 5:00 P.M.
	Monday, 16 December.....	8:00 A.M. – 5:00 P.M.
<b>Expo! Expo! SHOW HOURS</b> .....	Tuesday, 17 December.....	11:45 A.M. – 3:15 P.M.
	Wednesday, 18 December.....	11:00 A.M. – 3:30 P.M.
<b>Exhibitor MOVE-OUT</b> .....	Wednesday, 18 December.....	3:30 P.M. – 8:00 P.M.
	Thursday, 19 December.....	8:00 A.M. – 12:00 P.M.

### EXHIBITOR INFORMATION:

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Sales Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

On-Site Cell #: \_\_\_\_\_

### REQUESTED WORK SCHEDULE:

DATE:	Start Time:	End Time:	# of People:

Forms should be emailed to Beverly Elliott, CEM: [bellott@iaee.com](mailto:bellott@iaee.com)