



Utilities

## LIGHTS OUT REQUEST FORM

**DEADLINE: September 30, 2016**

PLEASE RETURN THIS FORM TO:

Joey Cruz  
Operations Manager  
[joey.cruz@ubm.com](mailto:joey.cruz@ubm.com)

All exhibitors may request the lights located directly over their booth be turned off. For the purpose of lights out, there are three categories of requests:

1. Over Booth - Lights directly over exhibitor's booth. This request should be done in advance.
2. Partial Over Booth - Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.
3. Adjacent Aisle Lights - Lights completely over adjacent aisle.

Lights in category 2 and 3 must be approved on-site by: Fire safety officials and affected neighboring exhibitors, as well as Show Management. In these instances, lights in question may be shrouded (fabric hung around light to screen light from a certain area).

Also, please be sure to also fill out the GES form E8 – Located in the **Utilities** section of this manual.

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Exhibitor Contact (Please Print) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Lights being requested off are:

Over Booth \_\_\_\_\_ Partial Over Booth \_\_\_\_\_ Adjacent Aisle Lights \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Management Approval \_\_\_\_\_ Date \_\_\_\_\_