



REGULATIONS & GUIDELINES

**BOOTH HEIGHT VARIANCE
REQUEST FORM**

DEADLINE: February 9, 2018

PLEASE RETURN THIS FORM TO:

Meredith Omori
Operations Manager
meredith.omori@ubm.com

Approval for height variances will be considered for peninsula booths or island booths 20' X 20' space or larger - *only*, provided the increase in height is not detrimental to neighboring exhibitors.

Clearly labeled rendering and/or drawing with dimensions of the proposed structure **MUST be submitted with this request form either by email or fax. You will receive a response to your request.**

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Describe the Needed Variance _____

Number of Feet from Floor to Top of the Booth _____

Is there also a Hanging Sign? _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____