



**REGULATIONS & GUIDELINES**

**LIGHTS OUT  
REQUEST FORM**

**DEADLINE: February 9, 2018**

**PLEASE RETURN THIS FORM TO:**

Meredith Omori  
Operations Manager  
[meredith.omori@ubm.com](mailto:meredith.omori@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 onsite 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).**

**Please be sure to also fill out the GES form E8 - Located in the Utilities section of the website.**

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 \_\_\_\_\_