



REGULATIONS & GUIDELINES
LIGHTS OUT
REQUEST FORM

DEADLINE: February 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@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 _____