

ASCRS ASOA ADDITIONAL SET-UP REQUEST FORM (DUE BY: APRIL 24, 2019)

Please complete this form if your company is requesting additional time before or after scheduled set-up or show hours to work in your booth. **Understand you are not permitted in the hall until approved hours and that you must vacate the premises no later than the extended time.**

ASCRS ASOA EXHIBITS INSTALLATION SCHEDULE – HALL A-D

Wednesday, May 1 8:00 a.m. – 8:00 p.m.
Thursday, May 2 8:00 a.m. – 8:00 p.m.
Friday, May 3 8:00 a.m. – 5:00 p.m.

ASCRS ASOA EXHIBIT HALL – SHOW OPEN HOURS/ACCESS:

Saturday, May 4 9:00 a.m. – 6:00 p.m.
Sunday, May 5 9:00 a.m. – 5:00 p.m.
Monday, May 6 9:00 a.m. – 5:00 p.m.

Review the Freight Target Floor Plan in the service kit. Booths will be assigned a designated move in day based on location of the hall and size of booth.

Exhibitors & EACs are permitted in the exhibit hall 2 hours prior to the hall opening (7 a.m.), Saturday-Monday.

By signing this form, your company releases ASCRS ASOA, GES, and San Diego Convention Center from all liability of injury or mishap during the extended hours. One person from your company must be assigned as the responsible party and contact who will be physically present at the booth during the extended hours.

COMPANY NAME	BOOTH #		
CONTACT FIRST NAME	CONTACT LAST NAME		
ADDRESS	CITY	STATE	ZIP
COUNTRY	PHONE	FAX	
CONTACT E-MAIL			

DATE REQUESTING ADDITIONAL TIME	TIME EXTENSION REQUESTED FROM	(AM/PM) TO	(AM/PM)
NUMBER OF PEOPLE WORKING AFTER HOURS			
CONTACT SIGNATURE			

This form must be submitted and approved by ASCRS ASOA prior to performing work outside set-up hours. Please send this form prior to April 24 to the Exhibits Manager:

Email: jbarbera@ascrs.org

Fax: (703) 547-8840