



## BEFORE & AFTER HOURS WORK - REQUEST FORM

<<< **Deadline to send Request to use EAC Forms: Wednesday, 13 November 2017 >>>**

Complete form and email to IAEE / Dana Murrell: [dmurrell@iaee.com](mailto:dmurrell@iaee.com) / 972-687-9206

Exhibitors needing to perform installation or dismantle before or after the regular move-in and move-out hours must receive authorization from IAEE Show Management. Return forms by Monday, 13 November.

**Expo! Expo! 2017 Event Dates: Tuesday, 28 November – Thursday, 30 November 2017**

### SHOW SCHEDULE:

<b>Exhibitor <u>MOVE-IN</u></b> .....	Sunday, 26 Nov (400 sq ft & larger only) .....	1:00 pm – 5:00 pm (1300-1700)
	Monday, 27 Nov .....	8:00 am – 5:00 pm (0800-1700)
	Tuesday, 28 Nov .....	8:00 am – 11:00 am (0800-1100)
<b>Expo! Expo! SHOW HOURS</b> .....	Tuesday, 28 Nov .....	* 2:30 pm – 5:00 pm (1450-1700)
	Wednesday, 29 Nov .....	12:00 pm – 4:00 pm (1200-1600)
<b>Exhibitor <u>MOVE-OUT</u></b> .....	Wednesday, 29 Nov .....	4:00 pm – 8:00 pm (1600-2000)

### EXHIBITOR INFORMATION:

Exhibitor Name: _____	
Contact Name: _____	Booth #: _____
Contact Email: _____	On-Site Phone: _____

### REQUESTED WORK SCHEDULE (please attach additional page, if necessary):

Date:	Start Time:	End Time:	Estimated Number of People: