

## EXTENDED HOURS WORK REQUEST FORM

Complete form and email to Beverly Elliott: [belliot@iaee.com](mailto:belliot@iaee.com) / (972) 687-9206

**<<< Deadline to submit Request Form: Friday, 10 November 2023 >>>**

Exhibitors needing additional time to perform installation before the posted move-in hours **must receive authorization** from IAEE Show Management. Early move-in requests may begin Saturday morning (2 December).

### SHOW SCHEDULE:

<b>Exhibitor <u>MOVE-IN</u></b> .....	Sunday, 3 December (400 sf or larger) .....	8:00 pm – 5:00 pm (0800-1700)
	Monday, 4 December .....	8:00 am – 5:00 pm (0800-1700)
<b>Expo! Expo! SHOW HOURS</b> .....	Tuesday, 5 December .....	3:45 pm – 6:45 pm (1545-1900)
	Wednesday, 6 December .....	10:15 am – 2:45 pm (1015-1445)
<b>Exhibitor <u>MOVE-OUT</u></b> .....	Wednesday, 6 December .....	2:45 pm – 8:00 pm (1445-2000)

### EXHIBITOR INFORMATION:

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Email: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_

### REQUESTED WORK SCHEDULE:

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