



REQUEST TO EXCEED HEIGHT RESTRICTIONS & OTHER AMENDMENTS

Email address: cindy.salgado@ubm.com

Due: January 13, 2020

If you are interested in making any variations to the standard rules and regulations regarding having canopies or ceilings, exceeding height restrictions or having two-story structures, and for hanging signs please follow the instructions below.

- Requests to exceed height restrictions should be submitted for applicable types of booths only.
- Put your request in writing. Be sure to include any pertinent information Event Management will need to make a full assessment of your request.
- Include 8 ½" x 11" diagrams showing the design, canopy or height variances that you are requesting.
 - Also include plan view, elevations, and dimensions.
 - Any incomplete request will not be reviewed.
 - **PLEASE DO NOT SEND ARCHITECTURAL DRAWINGS OR DRAWINGS BIGGER THAN 8 ½" x 11".**
- Please note that there is an additional form for requesting a hanging sign.
- Email all your requests to cindy.salgado@ubm.com by **January 13, 2020**.
- Two-story booths and booths with ceilings need to be submitted to the Fire Marshall after Event Management has approved the height of the booth.
- To ensure that you do not incur additional costs (i.e. design cost or the tear down of an unapproved structure), please wait for Event Management's approval before beginning production or construction.
 - **Do not assume that a non-response to your request is an approval. Please follow up on your request by emailing cindy.salgado@ubm.com**
- Please allow for at least 1 week response time to your request. Often times the requests need to be sent to the Fire Marshall and/or GES for further review.