



ASCRS•ASOA Additional Set-Up Request Form (Due by: April 29, 2016)

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.

By signing this form, your company releases ASCRS•ASOA, GES, and SDCC 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 Last Name: _____
Contact First Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
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 approved and signed by ASCRS•ASOA prior to performing work outside set-up hours.
Please Note: All booths must be set up no later than 5pm on, May 6, 2016.

Please e-mail or fax this form to ASCRS•ASOA prior to April 29, 2016

Jamie Barbera, ASCRS•ASOA Exhibits Manager
jbarbera@ascrs.org OR FAX directly to: (703) 547-8840