

## IN-BOOTH EVENT REQUEST FORM

Exhibitors wishing to hold meetings on show days either pre-show, during, or post-show hours are required to submit an In-booth event request form to show management. Submit request for In- Booth Events [HERE](#).

### EVENT MUST ALIGN TO SHOW RULES & REGULATIONS:

- For exhibit stand functions, Exhibitors are required to ensure that attendees stay within the confines of the host exhibitor's exhibit space.
- Exhibitors/Groups wishing to hold meetings during pre-show or post-show hours will require approval by Show Management because of safety concerns during installation and dismantling of the show.
- Exhibition/Groups cannot hold post show in-booth events on the closing day of the show due to the beginning of dismantling.

### SHOW MANAGEMENT APPROVAL:

Once your request has been submitted and reviewed, you will receive a confirmation email from Show Management with approval or denial of your in-booth event.

If you have any questions, please contact April Clark at [aclark@aem.org](mailto:aclark@aem.org) or 414-274-0665