



# Booth Variance Request

Exhibitors requesting designs that are outside of HAI's booth guidelines are required to complete this form to request a booth variance. Submit this form in conjunction with a detailed booth diagram with dimensions in feet/inches.

Please submit the completed form and a detailed booth diagram with dimensions in feet/inches to [heliexpo@rotor.org](mailto:heliexpo@rotor.org) by DEC 4, 2015. Approvals will be given via email; allow 5 to 7 business days for a response.

Mark on your diagram the exact height and width of your booth structure and hanging sign. Clearly indicate the height of all levels on double-deck booths. All communication regarding booth designs must be in English and measurements in feet/inches.

Should the diagram submitted with this form differ significantly from the actual structure on site, you may be required to alter it, at your expense, or if suitable space is available, the exhibit will be moved at your expense.

Note: Any approval granted for booth variances are valid for HAI HELI-EXPO 2016 only. Your designs, if necessary, should still be submitted to the fire marshal and a structural engineer for their approval, per the rules of the Kentucky Exposition Center, as outlined in the Exhibitor Services Kit.

For additional information, please call 703-683-4646 or email [heliexpo@rotor.org](mailto:heliexpo@rotor.org).

## REQUEST A BOOTH VARIANCE

**To obtain a booth variance for HAI HELI-EXPO 2016, submit this form before DEC 4, 2015  
Email: [heliexpo@rotor.org](mailto:heliexpo@rotor.org)**

Company Name ..... Date .....

Contact Name ..... Booth Number .....

Contact Phone ..... Booth Size .....

Contact Cell (contact # at HAI HELI-EXPO) ..... Contact Email .....

Description of booth variance: .....

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