



ASCRS•ASOA Additional Set-Up Request Form (Due by: April 6, 2018)

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.**

ASCRS ASOA Exhibits Installation Schedule – Hall A-B, Lower Level

Wednesday, April 11	8 AM – 8 PM
Thursday, April 12	8 AM – 8 PM
Friday, April 13	8 AM – 10 PM

Review the Freight Target Floor Plan is in the service kit. Booths will be assigned a designated move in day based on location of the hall and size of booth.

ASCRS ASOA Exhibit Hall Show Open Hours/Access:

Saturday, April 14	9 AM – 5 PM
Sunday, April 15	9 AM – 5 PM
Monday, April 16	9 AM – 5 PM

****Saturday–Monday, Exhibitors & EACs are permitted in the exhibit hall 2 hours prior to hall opening (7 AM)**

By signing this form, your company releases ASCRS•ASOA, GES, and Washington, DC Convention Center 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, April 13, 2018.

Please e-mail or fax this form to ASCRS•ASOA prior to April 6, 2018
 Jamie Barbera, ASCRS•ASOA Exhibits Manager jbarbera@ascrs.org OR FAX directly to: (703) 547-8840