

# Booth Variance Request Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AUSA Annual Meeting & Exposition, A Professional Development Forum  
Walter E. Washington Convention Center  
October 8 - 10, 2018



## ATTENTION EXHIBITORS:

- GES and Show Management review the requests on a case by case basis.
- Approval for this calendar year does not automatically approve this same build for subsequent years for the same booth build.
- Please note, all exhibitors that are either 200 nsf and above, an island booth, a split island booth, or a peninsula are required to submit their floor plans for approval, even if a variance is not requested. Refer to the "Exhibit Floor Plan Submission" form located in this exhibitors manual.

Booth Variance Request - Deadline Tuesday, September 4, 2018

This form is required for all exhibitors requesting a variance from the "Display Rules and Regulations" located in this exhibitors manual. You will need to complete this form and send this via email to the contact below. Along with the completed form we do require a floor plan showing the variance called out. Please make sure the submissions include your booth's orientation as well as an elevation drawing. Also, items such as hanging signs and vehicles must be included the submission.

If you have any questions, they can directed to Jennifer Chagnon, contact details below. Please allow 36 - 48 hours for your forms to reviewed and returned with a decision.

Please complete the following information:

Booth number: \_\_\_\_\_ Exhibiting Company Name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Description of variance:

These details will need to be emailed to the following email address:

Jennifer Chagnon  
Senior Director, Client Relations  
[jchagnon@ges.com](mailto:jchagnon@ges.com)

081418 083600459

BV 081318 cstm

