

To ensure that equal visibility is given to all exhibitors, all exhibiting companies occupying more than 400 square feet (i.e. 20'x20' or 10'x40') of exhibit space at Training 2008 must complete this form along with submitting a detailed drawing or schematic of your booth layout for approval. All forms/drawings/schematics must be sent to the address listed below by **January 7, 2008**

All booths must be in compliance to the IAEM (International Association for Exposition Management) Guidelines for Display Rules and Regulations as outlined in the Exhibitor Service Kit under the **RULES & REGULATIONS** tab of this kit.

Company Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Booth #: \_\_\_\_\_ Please list booth dimensions: \_\_\_\_ X \_\_\_\_.

**STRUCTURE INFORMATION:**

Please include on your drawings/schematic the exact height and width of structure towers, graphic panels, truss, graphics, etc. **Booth Approval Requests will not be approved unless this information is provided to Show Management.**

**FOR OFFICE USE ONLY**

- Booth Approved by Show Management
- Booth Approved by Show Management with modifications (see below)
- Booth Disapproved by Show Management

Terms of Approval/Disapproval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exposition Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note: All approvals/disapprovals from Show Management will be acknowledged by Show Management in writing two weeks from receipt of request. Verbal approvals will not be granted. Once on-site, Show Management will inspect all booths receiving approval. In the event the actual booth is not in accordance with the approved specifications, the exhibitor will be required to alter or remove the booth at the exhibitor's expense. Booth approvals are valid for the 2008 event only.**

**DEADLINE: January 7, 2008  
FAX FORM TO: (703) 488-2726**