



## Booth Variance Request Form

All booths must be in compliance to the IAEE (International Association of Exhibitions and Events) Guidelines for Display Rules and Regulations as outlined in this exhibitor kit. **ONLY exhibitors requesting variances and/or exhibits that do not comply with the above-mentioned rules must complete this form along with submitting a detailed drawing or schematic of the booth layout.** Please email requests to the address listed below by **March 20, 2020.**

Authorized Representative: \_\_\_\_\_

Company Name / Booth Number: \_\_\_\_\_

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

City: \_\_\_\_\_ Province / State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal / Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Booth Dimensions: \_\_\_\_\_

### Structure Information:

Please include heights, and widths of all structures, towers, graphics, truss, etc. Booth variance will not be granted without the above information.

### Variance Requested:

Height \_\_\_\_\_ Graphics \_\_\_\_\_ Structure \_\_\_\_\_ Line of Sight \_\_\_\_\_ Other \_\_\_\_\_

### FOR OFFICE USE ONLY

Booth approved by Show Management: YES \_\_\_\_\_ NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Please note verbal approvals will not be granted. Approvals must be submitted in writing.

Operations Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE: March 20, 2020**

E-mail: [courtney.baker@usa.messefrankfurt.com](mailto:courtney.baker@usa.messefrankfurt.com)