

BOOTH APPROVAL REQUEST FORM

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 Tech Solutions 2007 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 **September 14, 2007**

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 2007 event only.**

**DEADLINE: September 14, 2007
FAX FORM TO: (703) 488-2726**