

Booth Variance/Review Request Form

ATTACH THIS SHEET TO YOUR SCHEMATIC OR DRAWING

Please complete the following information and submit with your schematic or drawing November 1, 2011, allow 5-7 business days for a response. (See page 2 for show rules.)

- **Please mark on your schematic/drawing the exact height to the top of your booth structure, towers, graphics, signs, panels and truss. Clearly indicate the height of all levels of double deck booths. In addition, clearly mark the direction of doors that open.**
- **All communication regarding booth designs must be in English, and in writing.** Verbal approvals will not be granted.
- Should the diagram submitted with this form differ significantly from the actual structure on-site, the structure may need to be altered or the exhibitor moved, (if space is available) at the exhibitor's expense.
- Booth approvals are valid for 2012 Halloween & Party Expo only. For additional information, please call Halloween & Party Expo Exhibitor Services at 877.347.3976.

PLEASE NOTE: Your designs, if necessary, may need to be submitted to the Fire Marshal, convention center or a structural engineer for approval.

Company Information

MAIL THIS COMPLETED FORM TO: Halloween & Party Expo / P.O. Box 150790 / Austin, TX 78715

OR FAX TO: 866.826.0250 **OR E-MAIL:** amy@halloweenpartyexpo.com

I am requesting a Booth Variance (mark appropriate category below):

Exhibit Height – Maximum Height Requested: _____ **Booth Canopy** **Other (see note below)**

EXHIBITOR NAME		BOOTH #
CONTACT		BOOTH DIMENSIONS
E-MAIL ADDRESS	PHONE	FAX
OTHER VARIANCE REQUESTED		
SIGNATURE		

H&P EXPO USE ONLY

DATE RECEIVED

APPROVED