LATE SET-UP REQUEST FORM



Due by Wednesday, December 16th 2026

All booths must be completed by 5:00 pm on Sunday, January 24th. However, if you will need additional set-up time, please complete the information below.

Please note that set-up on Monday, January 25th will not be permitted.

Company Name: _____

Contact Name: _____

Expected Time of Arrival: _____

Please list the people arriving to perform the set-up below:

_____

_____

_____

_____

Email completed form by Wednesday, December 16th

Sydney Truong
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