

LATE SET-UP REQUEST FORM



Due by Friday, September 4th

All booths must be completed by 5:00 pm on Saturday, October 3rd. However, if you will need additional set-up time, please complete the information below.

Please note that set-up on Sunday, October 4th 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 Friday, September 4th

Sydney Truong
Educational Meetings Administrative Assistant
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