

**SPECIAL ACCESS AUTHORIZATION REQUEST
 FORM**

Exhibiting companies who wish to conduct meetings with attendees, photography, and other special functions in their booth(s) during non-show hours must request times by completing this form and submitting it to AACC Exposition Management in advance of the Expo.

General Info:

Official Show Hours		Time Options	
Tuesday, July 31	9:30 AM – 5:00 PM	<input type="checkbox"/>	Tuesday, July 31 5:15 PM – 7:00 PM
		<input type="checkbox"/>	Wednesday, August 1 7:15 AM – 8:00 AM
Wednesday, August 1	9:30 AM – 5:00 PM	<input type="checkbox"/>	Wednesday, August 1 5:15 PM – 7:00 PM
		<input type="checkbox"/>	Thursday, August 2 7:15 AM – 8:00 AM
Thursday, August 2	9:30 AM – 1:00 PM	<i>please check the time slot you would like for your demo</i>	

Exhibitor Info:

Company Name:		Date:	
Contact Name:		Cell #:	
Second Contact:		Cell :#	
Booth Number:		Number of Attendees:	
Comments:			

Reason:

<input type="checkbox"/> Private Demo	<input type="checkbox"/> Function
<input type="checkbox"/> Photo	<input type="checkbox"/> Set-up
<input type="checkbox"/> Technical	<input type="checkbox"/> Other

Estimated Time:

Start Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Finish Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM

PROCEDURES:

- Once your event/meeting is approved, a confirmation will be sent to you along with instructions as to where to enter/exit the Exhibit Hall. This will be the only location from which your guests will be allowed to enter or exit the exhibit hall at any time before or after official show hours. You may pick-up the security wrist bands at the Exposition Operations Managers office, your attendees will need to wear the security wrist band to access to the exhibit hall.
- Total number of guests must be provided for all meeting/events. Guest totals must be received by Friday, July 20, 2018, please submit this via email to [Meghan Leahy](#), Exposition Operations Manager for AACC. Should you have any additional questions please contact Meghan Leahy at 703-654-6929.
- Meetings/events will begin and end at posted times, there will be no alterations to the times listed. **NO EARLY MEETINGS/EVENTS MAY BE SCHEDULED FOR THE MORNING OF TUESDAY, AUGUST 1 NOR WILL A LATE MEETING/EVENT BE SCHEDULED FOR THURSDAY, AUGUST 3.**
- Guests can only go to the location of the meeting/event and they cannot venture to any other part of the exhibit hall.
- Exhibit hall lighting will be at 50% 30 minutes before and after official show hours.
- Please remember to order 24-hour power in advanced for special after-hours demonstrations.
- At the end of your company demo should additional cleaning be required all charges will be billed to the exhibiting company that hosted the demo.
- For functions occurring on the Exhibit floor before or after hours, exhibitor must hire security starting 30 minutes prior to and 30 minutes following your function. The number of guards will be based on the size of the Exhibit space which is as follows:
 - o Inline booth 1 security guard.
 - o Island booths 400 square feet thru 1,500 square feet 2 security guards
 - o Island booths over 1,600 square feet 4 security guards

Note: The minimum number of guards indicated above may be augmented with additional guards depending on the total number of invitees attending the function. Please direct all inquiries to [Peter Alexan](#) with RA Consulting call 714-366-9070.

THERE IS A (4) FOUR HOUR MINIMUM PER SHIFT PER GUARD

- Photography is allowed to the assigned(s) booth only. Should a photograph or videotape be taken of another booth, the film will be retrieved by security for further investigation.
- All personnel authorized to stay after published hours to photograph their booth(s), have to stay within their booth perimeter. No roving on the exhibit floor is allowed. Security will escort any person roving in or other booths other than their own will be escorted off the exhibit floor.
- Please Refer to the Rules and Regulation section for more specific guidelines pertaining to photography

Exhibitor Signature: _____

Show Management Signature: _____