



# Request for Variance

Deadline: January 29, 2016

EXHIBITORLIVE abides by the industry's [Display Construction Guidelines and display rules and regulations](#). Wherever possible, every effort is made to accommodate special requests MADE IN ADVANCE to exceed the height limit indicated in the Display Construction Guidelines. Exhibitors with unauthorized variances on site will be asked to conform to these guidelines or to dismantle the display.

To submit a variance to the Display Construction Guidelines, please fill in the information below and return with a drawing or photo of your display which includes dimensions for height, width, and depth of all display components.

**EXHIBITORLIVE, Hall-Erickson Inc., 98 E Chicago Ave, Westmont, IL 60559**  
You may email the diagram with this form to: [cpetracek@heexpo.com](mailto:cpetracek@heexpo.com)

- I have reviewed all rules and guidelines pertaining to my exhibit prior to completing this request.\* *It is highly recommended that you share this information with your booth designer and display house prior to exhibit production or submitting this request. To download all rules and regulations, click on the following link:*

<http://www.exhibitoronline.com/live/EXHIBITORLive2016SpaceApplication.pdf>

### SUBMITTED BY:

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth No. \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Describe the nature of your variance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**You will be notified by E-mail if your request is approved.**

### To be filled out by Hall-Erickson, Inc.

Variance/Ceiling Hanging Request **Not Approved** for the following reason(s):

- Truss and/or lighting components are outside the booth lines
- Display components will obstruct the view of neighboring exhibitors
- Multi-level booth – all requirements have not been met
- Placement of display components will violate Demonstration Rules
- Backwall for Inline and/or perimeter exhibit exceeds the height limitation
- Hanging signs are not permitted over linear booths

We have **approved** of your design as it relates solely to the overall height and position of exhibit components within the booth. Please be aware that certain regulations and/or permits may be applicable to your exhibit as well as the need for secondary approval from the LVCVA Fire/Safety Department. For full compliance, please be sure that you, or your display house, follow all of the [rules and guidelines](#) as outlined in the Application & Contract for Exhibit Space and Exhibitor Manual. NOTE: Lighting, light arms, and truss may not exceed the boundaries of the booth lines.

Approved By \_\_\_\_\_ Date \_\_\_\_\_

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