

July 13 – 15, 2011
Centro Banamex, Mexico City, Mexico

Booth Approval Form

Required for all exhibitors bringing or building their own stand

Complete this form and fax back to 770-984-8023 or email to Mary.Guo@USA.MesseFrankfurt.com
by June 30, 2011

All booths must be in compliance with the enclosed Guidelines for Display as outlined in this exhibitor service manual. **All exhibitors that are not using the standard booth package must submit their booth design to Show Management for approval. Exhibitors will not be allowed to move-in onsite without the pre-approval of their booth design. Please complete this form along with submitting a detailed drawing or schematic of the booth layout.** Please send all requests to the contact information listed below no later than June 30, 2011.

Authorized Representative: _____

Company Name: _____

Booth Number: _____

Phone: _____

E-mail: _____

Booth Dimensions: _____

Structure Information:

Please include heights, and widths of all structures, towers, graphics, truss, etc and a detailed schematic or drawing of the booth layout. Booth approval will not be granted without the above information.

FOR OFFICE USE ONLY

Booth approved by Show Management: YES _____ NO _____

Comments: _____

Please note verbal approvals will not be granted. Approvals must be submitted in writing. This form will help facilitate the move-in of your stand onsite. If the booth design onsite differs from the design submitted for this approval, onsite approval may not be granted.

Operations Signature: _____ Date: _____

FOR OFFICE USE ONLY

Deadline: June 30, 2011
Fax: 770-984-8023
Email: Mary.Guo@USA.MesseFrankfurt.com



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