



# MINEXPO<sup>®</sup> SPECIAL ADMITTANCE REQUEST FORM

This form provides authorization to your full-time booth staff and/or Exhibitor Appointed Contractor (EAC) for access to your booth before 8 a.m. or after 5 p.m. during official move-in/out days. If your staff is working during the hours of 8 a.m. and 5 p.m., you do not need to submit this form.

**1. Provide Company Name, Booth number and Authorized Signature**

Company \_\_\_\_\_ Booth No. \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

**2. Check personnel requiring access**

- Company Personnel
- Exhibitor Appointed Contractor \_\_\_\_\_  

Please Print Name of EAC

**3. Dates of Required Access:**

Monday, September 15	Time In _____	Time Out _____
Tuesday, September 16	Time In _____	Time Out _____
Wednesday, September 17	Time In _____	Time Out _____
Thursday, September 18	Time In _____	Time Out _____
Friday, September 19	Time In _____	Time Out _____
Saturday, September 20	Time In _____	Time Out _____
Sunday, September 21	Time In _____	Time Out _____

**Move-out:**

Thursday, September 25	Time In _____	Time Out _____
Friday, September 26	Time In _____	Time Out _____
Saturday, September 27	Time In _____	Time Out _____

This form can be submitted in advance of the show or on site. **Do not assume approval unless you receive a signed authorized response from Show Management.** A copy of your request will be provided to the on-site security company. Exhibitor understands that authorization allows entry to the above-mentioned booth. Exhibitor and/or EAC personnel who are found in other booths (or walking aisles to view exhibits) during the above times will be escorted off the show floor and lose authorized access for during the times indicated above for the balance of the show.

**Fax this form to Kelly Anaya, Hall-Erickson, Inc. 630-929-8902**

Authorized by Hall-Erickson Representative \_\_\_\_\_

Date \_\_\_\_\_