

# LATE SET-UP REQUEST FORM



Scientific Assembly  
**LAS VEGAS**  
**2024**

***Due by Friday, September 6th***

All booths must be completed by 5:00 pm on Saturday, September 28th. However, if you will need additional set-up time, please complete the information below.

***Please note that set-up on Sunday, September 29th 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 6th:

Stephanie Batson  
Sr. Manager, Exhibits  
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