LATE SET-UP REQUEST FORM

Due by Friday, August 8th

All booths must be completed by 5:00 pm on Saturday, September 6th. However, if you will need additional set-up time, please complete the information below.



Please note that set-up on Sunday, September 7th 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, August 8th

Sydney Truong Educational Meetings Administrative Assistant <u>struong@acep.org</u>