



**VARIANCE REQUEST**

Please complete this form and **return by September 8, 2010**, if a variance is required.

Have you reviewed and do you understand all booth specifications and diagrams in the Exhibitor Services Guide?  Yes  No

Have you reviewed and do you understand the IAAPA Exhibit Design Rules in the Rules and Regulations Section of the Exhibitor Service Guide?  Yes  No

Will you block your neighbor or will the line-of-sight for neighboring booths be altered?  Yes  No

**PLEASE EXPLAIN WHY YOU NEED A VARIANCE:**  Product \_\_\_\_\_  
 Display Construction / Height: Expected Height \_\_\_\_\_  
 Hanging Sign/Structure: Expected Size \_\_\_\_\_  5' (1.52m) Setback Rule  
 Other: \_\_\_\_\_

Attach complete 'to scale' renderings, **including a side and top view**, and comprehensive explanation for review. Also attach a **CERTIFICATE of INSURANCE** with IAAPA named as additional insured. No variance decision will be made without this information.

\_\_\_\_\_  
Company Booth Number  
\_\_\_\_\_  
Phone Number Fax Number E-Mail Address  
\_\_\_\_\_  
Signature Print Name Title

**Important**

- 1. No requests will be granted for products/displays violating line-of-sight rules.
- 2. Height violations, e.g. flags, banners, promotional flags, etc. will not be approved. They will only be considered if the item is your actual product.
- 3. Allow a minimum of ten (10) business days for a response to this request.

Send Requests to: IAAPA, 1448 Duke Street, Alexandria, VA 22314  
E-mail: [dvidoni@IAAPA.org](mailto:dvidoni@IAAPA.org) ; Telephone (703) 836-4800 ; Fax (703) 738-7483  
If you have any questions, contact Diane Vidoni at

Approved  Declined

Reason: \_\_\_\_\_  
\_\_\_\_\_

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_