EXHIBITOR ACTION REQUEST

Date: __________________________ Time: __________________________ Booth #: __________________________

Company: ________________________________________________________________________________________

Your exhibit is currently not meeting all official SOFIC Rules & regulations. A SOFIC Floor Manager will visit again later today to answer any questions and ensure the item(s) below have been addressed.

☐ All exhibitor activity and objects must be within the boundaries of your rented space.

☐ Excessive height: in-line booths are limited to a maximum height of 8’ (2.43m) at any point within the back 5’ (1.5m) of your booth.

☐ Sightline: side walls are limited to 8’ (2.43m) in the back 5’ (1.5m) of your booth. Exhibit, products, equipment, or display structure cannot be over 4’ (1.2m) high in the front 5’ (1.5m) of your booth.

☐ Excessive noise, light or odors: loud voices, amplifications, strobes, reflectors, processing equipment and machines must be modulated and adjusted so as not to offend neighboring exhibitors or attendees.

☐ Unfinished, and/or unsightly exposed back walls must be masked/draped at the exhibitor’s expense.

☐ Exhibit space floor must be covered by carpeting or appropriate flooring at exhibitor’s expense.

Additional Notes: ______________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Please adjust at once so that you are not infringing on the rights of neighboring exhibits or attendees.

Signed: ___________________________________________________ Exposition Management

Notice Provided: Date: ______________ Time: ______________

Action Taken: Date: ______________ Time: ______________