

# Additional Booth Activities Request Form



**Deadline: March 15, 2024**

**Company Name:** \_\_\_\_\_

**Booth Number(s):** \_\_\_\_\_

Please check the boxes below which will apply to your booth(s) at ACC.24. Email completed form to [acc-exhibits@acc.org](mailto:acc-exhibits@acc.org). Please refer to the Rules & Regulations section of the Exhibitor Service Kit for more details on any of the activities below.

For these activities, ACC will only notify the exhibitor if permission is NOT granted.	
	<b>We request permission to hold a presentation or demonstration (either recorded or live)</b> within the confines of our booth. Please provide a brief description of the demonstration/presentation here:
	<b>We request permission to utilize tests, quizzes, challenges, and/or surveys</b> as part of our exhibit presence. (Note, all activity, including survey distribution and completion, must occur wholly within the confines of the rented booth space). Please provide a brief description of the activity here:
	<b>We request permission to conduct an in-booth drawing or raffle.</b> Item(s) to be awarded must be modest in value and educational in nature. All attendees must be eligible to enter. The drawing must be held after the conclusion of the meeting. It is the responsibility of the exhibitor to notify the winner and to make arrangements for the transfer of the prize to the winner. Please provide a brief description of the item(s) to be raffled here:
	<b>We will be conducting retail sales transactions at the Exposition.</b> We will obtain the appropriate taxpayer identification number and register as a seller in the local jurisdiction.
	<b>We will be serving food and/or non-alcoholic beverages in our booth.</b> We understand that the official caterer must be utilized for all food and beverage orders, including bottled water.
	<b>We will be distributing giveaways at our booth.</b> ACC recommends that you consult the Giveaways section of the Exhibitor Service Kit (Rules & Regulations section) prior to purchasing any items. Please provide a brief description of the proposed giveaway:
For these activities, Exhibitors will receive written approval from ACC.	
	<b>We will be hanging signs, banners or lights.</b> ONLY island booths 20'x20' and larger will be allowed to have hanging signs, banners and lighting trusses. These must be indicated on a schematic drawing submitted to ACC for approval (email schematics to <a href="mailto:acc-exhibits@acc.org">acc-exhibits@acc.org</a> .)

	<p><b>We request permission to photograph or take video in the Expo Hall.</b> Recording video and taking photographs, other than by the ACC official photographer, is expressly prohibited. Exhibitors and their display companies <i>may</i> photograph and/or record video of their <i>own</i> booth(s) during non-expo hours for marketing or archival purposes. For approved requests, it may be necessary for the exhibitor to submit an EAC Request for its photographer and/or hire a security officer or secure an ACC Floor Manager's assistance to accompany the photographer/film crew in the exhibit hall at all times. Please provide a brief description of when you plan to photograph your booth, and who you anticipate will be performing the service (exhibitor personnel, EAC):</p>
	<p><b>We request request steel structure/lighting truss move-in on Monday, April 1.</b> Please contact <a href="#">Freeman</a> directly. (Applies to largest island booths only).</p>
	<p><b>We will be conducting clinical testing and/or utilizing a hazardous waste disposal company.</b> Hazardous waste disposal companies are considered Exhibitor Appointed Contractors (EACs) and must submit an original insurance certificate. Requests from exhibitors who plan to produce hazardous waste will only be processed if the name of disposal company, contact, on-site phone and date/time of hazardous waste removal company is supplied via the online EAC form.</p>
	<p><b>We request permission to utilize live scanning for educational purposes.</b> Exhibitors must complete a separate form; contact <a href="#">acc@acc.org</a>.</p>