

OVER-HEIGHT PERMISSION REQUEST FORM



If you are planning on building a display or structure in your stand space that is over our panel height of 2.3m, you will first need to discuss your plans with our Operations Manager . Permission will also need to be granted from neighbouring stands if your display is going to be visible above the wall/area that they share with you.

To obtain permission please fill in all the details below and email to nick@xpo.co.nz or fax to 09 379 3358. **Please be aware that if permission is not requested, XPO Exhibitions reserve the right to take your structure back to the 2.3m height allowance.**

Please Note: this information will be passed on to neighbouring exhibitors for their approval.

Contact Name: _____

Company Name: _____

Stand No: _____ **Phone No:** _____

Neighbouring stands affected by your display: _____

(Please note this includes the back wall and side walls)

Description of your display (please describe what materials will be used and how the back walls will be finished – ie what will your neighbours see and how high it will be) _____

Drawing of your display (sketch what your display is going to look like – with measurements. Alternatively if you have a mock-up from a stand designer please attach design).