



Special Access Authorization Form

Exhibiting companies who wish to conduct meetings with attendees, photography, and other special functions in their booth(s) during non-show hours must request times by completing this form and submitting it to ADLM Exposition Management in advance of the Expo.

General Info:

Official Show Hours		Time Options	
Tuesday, July 28	9:30 a.m.– 5:00 p.m.	<input type="checkbox"/> Tuesday, July 28	5:00 p.m. – 6:00 p.m.
		<input type="checkbox"/> Wednesday, July 29	8:00 a.m.– 9:00 a.m.
Wednesday, July 29	9:30 a.m.– 5:00 p.m.	<input type="checkbox"/> Wednesday, July 29	5:00 p.m. – 6:00 p.m.
		<input type="checkbox"/> Thursday, July 30	8:00 a.m. – 9:00 a.m.
Thursday, July 30	9:30 a.m.– 12:00p.m.	<i>please check the time slot you would like for your demo</i>	

Exhibitor Info:

Company Name:		Date:	
Contact Name:		Cell #:	
Second Contact:		Cell #:	
Booth Number:		Number of Attendees:	
Comments:			

Reason:

<input type="checkbox"/> Private Demo	<input type="checkbox"/> Function
<input type="checkbox"/> Photo	<input type="checkbox"/> Set-up
<input type="checkbox"/> Technical	<input type="checkbox"/> Other

PROCEDURES:

- Once your event/meeting is approved, a information will be sent to you with instructions as to where to enter/exit the Exhibit Hall. This will be the only location from which your guests will be allowed to enter or exit the exhibit hall at any time before or after official show hours. You may pick-up the security wrist bands at the Exposition Operations Managers office; your attendees will need to wear the security wrist band to access to the exhibit hall.
- Total number of guests must be provided for all meeting/events. Guest totals must be received by **July 16, 2026**, please submit this via email to [Meghan Leahy](#), Senior Manager, Exposition Operations for ADLM. Should you have any additional questions please contact Meghan Leahy via email or 703-654-6929.
- Meetings/events will begin and end at posted times, there will be no alterations to the times listed. **NO EARLY MEETINGS/EVENTS MAY BE SCHEDULED FOR THE MORNING OF TUESDAY, JULY 28 NOR WILL A LATE MEETING/EVENT BE SCHEDULED FOR THURSDAY, JULY 30.**
- Guests can only go to the location of the meeting/event, and they cannot venture to any other part of the exhibit hall.
- Exhibit hall lighting will be at 50% 30 minutes before and after official show hours.
- Please remember to order 24-hour power in advance for special after-hours demonstrations.
- At the end of your company demo should additional cleaning be required all charges will be billed to the exhibiting company that hosted the demo.
- For functions occurring on the Exhibit floor before or after hours, exhibitors must hire security starting 30 minutes prior to and 30 minutes following your function. The number of guards will be based on the size of the Exhibit space which is as follows:
 - Inline booth - 1 security guard.
 - Island booths 400 square feet thru 1,500 square feet - 2 security guards
 - Island booths over 1,600 square feet - 4 security guards

Note: The minimum number of guards indicated above may be augmented with additional guards depending on the total number of invitees attending the function and if alcohol will be served.

THERE IS A (6) SIX HOUR MINIMUM PER SHIFT PER GUARD

- Photography is allowed in the assigned booth(s) only. Should a photograph or videotape be taken of another booth, the film will be retrieved by security for further investigation.
- All personnel authorized to stay after published hours to photograph their booth(s), must stay within their booth perimeter. No roving on the exhibit floor is allowed. Security will escort any person roving in or other booths other than their own off the exhibit floor.
- Please Refer to the Rules and Regulation section for more specific guidelines pertaining to photography

Exhibitor Signature: _____

Show Management Signature: _____