

# **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 [Lani@xpo.co.nz](mailto:Lani@xpo.co.nz).

**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 needs to be passed on to neighbouring exhibitors for their approval. Please contact Leroy for details of your neighbours Leroy@xpo.co.nz***

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) \_\_\_\_\_

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**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).