



JUNE 16-18, 2021 ORLANDO, FL

Managed, Owned and Produced By: AVIXA®, Inc. 11242 Waples Mill Road, Suite 200, Fairfax, VA 22030, USA
Phone: +1.703.273.7200 | Toll Free: 1.800.659.7469 | Fax: +1.703.273-5924 | Email: exhibitsales@avixa.org | infocommshow.org

INFOCOMM 2021 EXHIBIT SPACE CHANGE REQUEST & WAIT LIST

Company Name: _____

Name: _____

Title: _____

Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

2021 Booth Selection: _____ Size: _____

If your company prefers exhibit space that is selected by another company, or space that is not offered at this time, indicate your preference of alternative exhibit space. An Exhibit Space Change Request & Wait List form will be accepted only if your company renders the following:

1. Select exhibit space that is acceptable to your company. Submitting an Exhibit Space Change Request & Wait List form does not guarantee that your options will become available.
2. Complete and sign the Exhibit Space Application and Contract for the acceptable space.
3. Submit the contract along with the Exhibit Space Change Request & Wait List form to AVIXA Expositions Department, prior to the forthcoming show. *Request forms received without the required exhibit space contract will not be accepted.*
4. If and when preferred exhibit space becomes available within your specific guidelines, AVIXA staff will contact your company. If you accept the alternative exhibit space offered to your company, you will receive formal notification of the new exhibit space, its size and location, its new exhibit space fee, an invoice for the new exhibit space fee/balance and any other information relevant to the new exhibit space. Upon receipt, the new exhibit space will be deemed accepted and contracted by your company on the same general terms and conditions as the space it has replaced. The space, which your company previously held, will be released for reassignment to other exhibitors. Spaces will not be assigned/released without written consent of the exhibitor. No other communication is deemed necessary to enforce all other terms and conditions of the original exhibit space contract. Wait List options expire March 5, 2021.

BE SPECIFIC AND INDICATE YOUR ALTERNATIVE EXHIBIT SPACE OPTIONS BELOW:

Preferred Booth Size: _____ x _____ Location (Hall): _____

Additional Comments: _____

Signature (Required): _____

Print Name: _____ Date: _____

This is a request only. AVIXA will offer exhibit space alternatives based solely upon an exhibitor's priority number. While AVIXA will make all reasonable efforts to contact your organization in accordance with the procedures indicated above, we do not guarantee that preferred exhibit space will become available, or that it will be offered to your company. Further, AVIXA is not responsible for errors in procedure, miscommunication or any other factors relative to your company being offered an alternative space.