



Simmons Security Agency  
76 S. Winter Park Dr.  
Casselberry, FL 32707  
Phone: 407-699-5308  
Fax: 407-622-0675

**REQUEST FOR EXHIBIT PERSONNEL TO WORK LATE**

**(PLEASE PRINT)**

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

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

The following representatives of the above exhibiting company request permission from Exhibit Management to be present in the above booth space (s) in the Exhibit Area on \_\_\_\_\_ (day), \_\_\_\_\_ (date) for hours indicated below. Additionally, by signing this form, representatives acknowledge that they understand that permission allows entry and activity **ONLY** to booth space assigned to their company. Every company representative requiring entrance to booth space after official exhibit hours must complete the information below and sign this form. This request is considered approved and ailed only when signed by Exhibit Management.

Representatives acknowledge that materials may **NOT** be removed from the booth space/exhibit hall without prior permission from Exhibit Management which may be granted by completion of a "Request to Remove Materials" form filed and signed by Exhibit Management.

**Company Representative Name (1):** \_\_\_\_\_

From: \_\_\_\_\_ TO: \_\_\_\_\_

Signature: \_\_\_\_\_

**Company Representative Name (2):** \_\_\_\_\_

From: \_\_\_\_\_ TO: \_\_\_\_\_

Signature: \_\_\_\_\_

**Company Representative Name (3):** \_\_\_\_\_

From: \_\_\_\_\_ TO: \_\_\_\_\_

Signature: \_\_\_\_\_

**EXHIBIT MANAGEMENT APPROVAL:**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_