



NPE2024 Space Draw Booth Relocation Request Form
Submit by Friday, March 10, 2023

NPE2024 Booth Relocation Procedure:

- Following the conclusion of the NPE2024 Space Draw booth selections on Friday, March 3, 2023, the floor plan will be locked through March 12, 2023, to conduct an audit of the Space Draw booth assignments. No booth changes and/or relocations will be made during this timeframe.
- Booth relocations for NPE2024 Space Draw exhibitors are scheduled for March 13-17, 2023, and will be processed in the NPE2024 Space Draw booth selection order. To be included in this group, the Booth Relocation Request Form must be received by **Friday, March 10, 2023, at 5:00 p.m. ET.**
- Booth Relocation Requests received after March 10, 2023, will be processed in the order received following requests received by March 10, 2023.
- Post-Space Draw booth assignments will begin on Monday, March 20, 2023.
- Visit the [NPE2024 floor plan](#) to view **available booths displayed in blue.**
- **Technology Zones:** Relocation requests for booths within a technology zone, as designated on the floor plan, require approval of eligibility to exhibit in the zone. Please [click here](#) for technology zone descriptions.
 - If your company has products/services that directly fit the zone(s) you are requesting, **please provide the name of the zone(s) and booth number you are requesting and a brief description of and website link to the products/ services related to the zone as part of your booth relocation request.**
- **Booth relocation requests will be processed according to the following criteria:**
 - If a specific booth number is requested and is available, your current booth will be released automatically, and your company will be assigned to the booth requested.
 - If the booth number requested is not available or the request is to relocate to a specific hall and/or booth size, you will be contacted regarding current space available as close to your request as possible.
 - If the available space does not meet your criteria, your company will be placed on our NPE2024 Booth Relocation Wait List and contacted should the appropriate space become available.
 - The booth currently assigned to your company may not be reduced. If you are reducing your contracted and assigned exhibit space, your company is required to relocate your booth based on inventory available at the time of the relocation, and your company remains financially obligated for the originally contracted and assigned space. Increasing your booth space is permitted, understanding of course that your company will be responsible for the additional exhibit space cost.

To request a booth relocation, complete and submit this form by March 10, 2023, to: exhibit@npe.org			
Date:			
Company:			
Contact Name:			
Email:			
Direct/Cell Phone:			
Current Booth #:		Current Size/Sq. Ft.:	
Request Relocation to Specific Booth Number(s):	Preference #1:	Preference #2:	Preference #3:
Request Relocation Areas Square Foot Range:	Area of Show Floor: _____		
Dimension Requested:	Minimum Sq.Ft.: _____ Maximum Sq.Ft.: _____		
Booth Type Requested:	_____ Wide x _____ Deep		
	<input type="radio"/> Island <input type="radio"/> Perimeter <input type="radio"/> Corner <input type="radio"/> Inline		
Request for Technology Zone Provide a description of products/services related to the Zone and a website link	Zone/Booth Number:		
	Website Link:		
	Description:		
General Info & Comments:			