A picture containing food

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**Noise Guidelines and Radio Frequency Due Date: March 11, 2020**

**Notification Form**

**Guidelines**

As you develop plans for SAPPHIRE NOW and ASUG Annual Conference, there are a few guidelines regarding sound that SAP and ASUG would like to reiterate to ensure that exhibitors and attendees have the best experience.

* Sound systems must be directed inward, toward the exhibit space. Sound systems must not be used to solicit traffic to your booth and will be restricted if used for this purpose.
* Noisy and/or obstructive work is not permitted during conference show hours.
* SAP and ASUG show management reserve the right to restrict exhibits, method of operation, and materials that become objectionable due to noise.
* Show management shall have the sole discretion in determining what is noisy, obstructive, and objectionable.

In the event there are noise complaints on-site, trained audio design technicians will be available to assist in solving any challenges. Contact Donnie Smith at i4D Event Services, 407.446.0696, [donnie@i4devents.com](mailto:donnie@i4devents.com),for assistance.

**Required**

If you expect to have public address (PA) equipment as part of your exhibit, contact Donnie to ensure your company is aligned with the noise guidelines and therefore avoid any noise disturbances while exhibiting at the event.

**Exhibitors with radio frequency equipment between 160 MHZ and 980 MHZ are required to complete the form below:**

# Exhibiting Company Name:

# Booth #:

# Logistics Contact Name:

**Phone:**

# E-mail Address:

**Quantity of RF units that we plan to use: \_\_\_\_\_\_\_\_\_**

**Frequency of units that we plan to bring: \_\_\_\_\_\_\_\_\_**

**E-mail or fax this completed Radio Frequency Form to:**

i4D Event Services, Inc.

Donnie Smith  
1045 Millennium Drive  
Crown Point, IN 46307  
T: 219.310.1228 x 112  
F: 219.310.1232  
C: 407.446.0696  
[donnie@i4devents.com](mailto:donnie@i4devents.com)