

# State of Delaware Department of Elections ExpressVote XL Demonstration Request

Use this form to request  
Department of Elections  
demonstrate at your  
organization.

Print clearly in blue or black ink.

## 1. Who are you?

Last name		Suffix (Jr., II)	
First name			
Middle name			

## 2. What is your contact information? This is so election officials can reach you about your request.

Street address			
Apt/Lot/Unit #	Development		
City/Town	State	DE	Zip Code
Phone Number	Email address		

## 3. What is the name and contact information of the organization you are making the request for?

Name of Entity			
Address			
Phone Number	Email address		

## 4. What is the purpose for your request? List the event details below.

Date		# of attendees	
Time of Event	Demonstration Start Time		Demonstration End Time
Location			
Address			
Brief Description of Event			

## 5. You must read and sign this statement.

I understand that:

- I must provide the Department of Elections with at least 14 business days notice of the event upon receipt of request.
- My request for a demonstration is subject to the Department of Elections' scheduled activities and the availability of resources. The Department will contact me if it is determined that a reschedule is necessary.
- I have acquired authorization to use the facility stated above. If the building is owned by another party, I have acquired approval from the building owners to use the facility for this purpose.
- The facility or venue must provide the Department of Elections staff access to power for the ExpressVote XL machine at all times, without the power cords posing a tripping hazard.
- The delivery and removal of the ExpressVoteXL are coordinated by the Department of Elections.
- The facility must provide the Department of Elections staff access to the accessible entrance for machine delivery and pickup. The route to the room in which the event will take place must also be completely accessible and free from stairs, steps or any other obstacles.
- The Department of Elections staff would need to visit the facility for inspection prior to the event to ensure suitability.

Sign here X

Today's date  
(MM/DD/YYYY)

This information is for official use only. Any unauthorized release may be punishable by law

Previous editions are obsolete.

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## FOR DEPARTMENT USE ONLY

Location Inspected By		Date and Time	
Remarks		County	