

Trade Show Details

Show Name: _____	Dates: _____
Convention center name: _____	Hall: _____
Address: _____	City, State: _____, _____
Booth invitation mailer code: _____ . Mailed on ___/___/___ . Giveaway: _____	

Dates/Times

Set up booth: Su M Tu W Th F Sa ___/___/___ from ___ am/pm - ___ am/pm
Su M Tu W Th F Sa ___/___/___ from ___ am/pm - ___ am/pm

Show open: Su M Tu W Th F Sa ___/___/___ from ___ am/pm - ___ am/pm
Su M Tu W Th F Sa ___/___/___ from ___ am/pm - ___ am/pm
Su M Tu W Th F Sa ___/___/___ from ___ am/pm - ___ am/pm
Su M Tu W Th F Sa ___/___/___ from ___ am/pm - ___ am/pm

Tear down booth: Su M Tu W Th F Sa ___/___/___ from ___ am/pm - ___ am/pm

Registration/Costs

Contract

Submitted deposit of \$ _____ on ___/___/___ via Mail Fax E-mail Call Web

Balance

Due ___/___/___ . Balance of \$ _____ mailed on ___/___/___ **Total show cost \$ _____.**

Confirmation

Received confirmation for booth # _____ on ___/___/___ via Mail Fax E-mail Call Web

Show Contact Person: _____ Phone: (_____) _____ - _____ Ext: _____
E-mail: _____

Exhibitor Badges

Registered booth workers ___/___/___ Mailed Faxed E-mailed Called in Web

1. _____ Free Cost: \$ _____ 3. _____ Free Cost: \$ _____
2. _____ Free Cost: \$ _____ 4. _____ Free Cost: \$ _____

Notes: _____

Decorator _____ **Phone:** (_____) _____ - _____

Decorator registration form packet due to arrive: ___/___/___

Show Colors Booth side drapes: _____ Back drapes: _____ Aisle carpet: _____

Carpet Included (Color: _____)
 Ordered ___/___/___ (Cost \$ _____)
 Bring our 2 grey carpets

Table Included (Size: _____ Details: _____)
 Ordered ___/___/___ (Cost \$ _____ Details: _____)
 Bring our tables (Quantity & Type: _____)

Chair Included (Quantity: _____)
 Ordered ___/___/___ (Cost \$ _____, Details: _____)
 Bring our director's chair (Quantity: _____)

Electricity **Company** _____ **Phone:** (_____) _____ - _____

- Included (Voltage: _____)
 Ordered ___/___/___ (Voltage: _____, Cost \$ _____, Payment: Check # _____ Credit: _____)

Accommodations

Hotel: _____ **Phone:** (____)_____-_____

Reservation #: _____

Arrive Su M Tu W Th F Sa ___/___/___ by _____ am/pm

Depart Su M Tu W Th F Sa ___/___/___ by _____ am/pm

Reservation Details:

_____ nights is \$_____/each night (+ tax). # of people = _____.

Room reserved ___/___/___ at _____ am/pm # of rooms = _____.

Name(s): _____ (person staying) with _____'s credit card.

_____ (person staying) with _____'s credit card.

Bed size: Single Double King Other _____

Preferences: Non-Smoking Smoking

Parking: Self (\$____/day) Valet (\$____/day)

Amenities: Indoor pool Outdoor pool Exercise room Other: _____

Notes: _____

Transportation

Vehicle rental company: _____ Phone: (____)_____-_____

Reservation Details:

Reserved ___/___/___ at _____ am/pm with: corporate account _____'s credit card

Type: Compact car Mid-size car Mini-van SUV Other: _____

Will arrive at Summit: Su M Tu W Th F Sa ___/___/___ by _____ am/pm

Should return to Summit: Su M Tu W Th F Sa ___/___/___ by _____ am/pm

Driving to show?

No Yes (If Yes, depart by _____ am/pm on Su M Tu W Th F Sa ___/___/___)

Notes: _____

Airline: _____ Phone: (____)_____-_____

Reservation Details:

Frequent flyer #: _____ Reservation #: _____ Flight cost: \$ _____

Flight was reserved ___/___/___ at _____ am/pm with _____'s credit card.

Leaving: Depart from _____ at _____ am/pm on Su M Tu W Th F Sa ___/___/___
(flight # _____) Seat upon departure: _____ Seat upon arrival: _____

Arrive in _____ at _____ am/pm on Su M Tu W Th F Sa ___/___/___
(flight # _____)

Returning: Depart from _____ at _____ am/pm on Su M Tu W Th F Sa ___/___/___
(flight # _____) Seat upon departure: _____ Seat upon arrival: _____

Arrive in _____ at _____ am/pm on Su M Tu W Th F Sa ___/___/___
(flight # _____)