

Extreme Family Expo & Events

Proposal Request - Exposition / Trade Show

General Service Contractor Services / Decorator

Fill out this form and send it to: orders@extremefamilyexpo.com

All information gathered herein is to remain the exclusive property of Extreme Family Expo & Events and this form shall not be disclosed to companies competing for this event.

GENERAL INFORMATION

Today's Date: _____ **Date Proposal Required:** _____

Company/Group/Association: _____

Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail: _____

Event Name: _____

Venue: _____

Venue Address: _____

Venue Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail: _____

EVENT INFORMATION

Estimated Number of Booths: _____

Booth Size: *(Check One)* 10x10 10x8 Other: _____

Booth Equipment: *Indicate what you will provide for your exhibitors. (Check all that apply)*

Pipe and Drape ID Sign Draped Table Two Chairs

Electrical Outlet Wastebasket Booth Carpet

Other: _____

Exhibitors: *Describe your exhibitors and what they will display/sell at your event.*

Schedule:

	Day	Date	Start Time	End Time
Extreme Set-Up:				
Exhibitor Set-Up:				
Registration Opens:				
Show Hours Day 1:				
Show Hours Day 2:				
Show Hours Day 3:				
Exhibitor Move-Out:				
Extreme Move-Out:				

Floor Plan Requirements: For what areas will you require us to prepare floor plans?

Trade Show General Sessions Other: _____

Will we be required to submit final plans to the Fire Marshall for approval? Yes _____ No _____

Is the Venue Carpeted? Yes _____ No _____

Is Aisle Carpet required? Yes _____ No _____

Registration Area: *Indicate what items you will require for your registration area. (Check all that apply)*

Pipe & Drape Registration Counters Electrical Outlet Draped Tables

Steno Chairs Wastebaskets Custom Signs and Graphics

Other: _____

Entrance Area: *Indicate what you will require for your show entrance. (Check all that apply)*

- Pipe and Drape Custom Entrance Units
 Custom Signs and Graphics Plants and Foliage
 Other: _____

Custom Signs and Graphics: *Indicate the items you may require. (Check all that apply)*

- Easel Signs Banners
 Other: _____

Other Requirements: *Indicate any other accessories you may require. (Check all that apply)*

- Raffle Drum (Ticket Tumbler) Tack Board Display Panels
 Rope and Stanchions Glass Display Cases
 Other: _____

EVENT HISTORY

How many years has this event taken place? _____

Previous History:

Year:	
Venue:	
# of Booths:	
Incoming Freight in lbs.:	
General Service Contractor:	

Year:	
Venue:	
# of Booths:	
Incoming Freight in lbs.:	
General Service Contractor:	

Thank you for giving us the opportunity to serve you!