



Request for Proposal

Show Name: _____

Venue/City/State: _____ Room(s): _____

Venue Contact/Number: _____ Company: _____

Primary Company Contact, Show Management/Association: _____

Mobile Phone Number: _____ Email: _____

Company Address: _____

What date and time will SSS have access for setup? _____

What date and time will the exhibitors have access for setup? _____

What date and time does the event begin? _____

Event dates and times? _____

What date and time does the event end? _____

What time does the event need to be all clear? _____

How many booths will the event have? _____ Booth size: _____

Typical size is 10 x 10 or 8 x 10

What color drape for the 8' backwall? _____ What color for the 3' siderail? _____

Do you want a booth shell or the standard kit for each booth? (One 6' skirted table, two chairs, one wastebasket, one ID sign) If kit, what color table skirt? _____

Is there show management freight? If so, please describe. _____

Is there exhibitor freight? If so, please describe. _____

Does show management need any structures? (Reg. desk, entrance units, etc.) Please describe: _____

SSS will clean before and after the show. Will there be excessive trash? Yes No

What other days and times will SSS need to clean? _____

SSS will need an exhibitor contact list 60 days prior to the event, will you be able to provide? _____

Is this an annual event? If so, where is the next event located? _____

Special requests/requirements: Please provide pictures of previous event. _____