**VENDOR BOOTH REGISTRATION FORM**

**Company Name**Address Line 1  
Address Line 2  
Phone | Fax  
email

**YOUR LOGO**

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT INFORMATION** | | | |
| **EVENT TITLE** | | | **REGISTRATION DEADLINE DATE** |
|  | | |  |
| **EVENT LOCATION NAME** | | | **EVENT DATE(S)** |
|  | | |  |
| **EVENT ADDRESS** | | | **ACCEPT/REJECT NOTIFICATION DATE** |
|  | | |  |
| **PHONE** | **FAX** | **EVENT MANAGEMENT POINT OF CONTACT EMAIL** | |
|  |  |  | |
| **EVENT ID.** if applicable | | **EVENT WEBSITE** | |
|  | |  | |

|  |  |  |
| --- | --- | --- |
| **EVENT SCHEDULE** | | |
| **VENDOR MOVE-IN** | **EVENT HOURS** | **VENDOR MOVE-OUT** |
|  |  |  |

|  |
| --- |
| **EVENT DESCRIPTION** |
|  |

|  |  |  |
| --- | --- | --- |
| **VENDOR SPACE INFORMATION** | | |
| **SIZE OF VENDOR SPACE** | | **BASE COST** |
|  | |  |
| **WHAT WE PROVIDE** | **WHAT VENDOR WILL NEED TO PROVIDE** | **AVAILABLE FOR A FEE** |
|  |  |  |

|  |
| --- |
| **ADDITIONAL INFORMATION REGARDING EVENT SPACE AND AMENITIES** |
|  |

|  |
| --- |
| **BASE FEE AND ADDITIONAL ITEM FEE PAYMENT INFORMATION** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **VENDOR INFORMATION** | | | |
| **VENDOR NAME** | | | **REGISTRATION SUBMISSION DATE** |
|  | | |  |
| **EVENT ADDRESS** | | | |
|  | | | |
| **PHONE** | **FAX** | **EMAIL** | |
|  |  |  | |
| **VENDOR ID. if applicable** | | **WEBSITE** | |
|  | |  | |

|  |
| --- |
| **VENDOR DESCRIPTION** |
|  |

**CERTIFICATION**

**I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.**

|  |  |
| --- | --- |
| **NAME** | **TITLE** |
|  |  |
| **SIGNATURE** | **DATE** |
|  |  |

|  |
| --- |
| **COMPLETED FORM SUBMISSION PROCESS** |
|  |

|  |
| --- |
| **CANCELATION TERMS / FEES** |
|  |