



EXHIBITOR REQUEST FORM

PLEASE COMPLETE ONE FORM FOR EACH BOOTH / ONSITE ACTIVATION

Please note: this form is to gather information for each booth / onsite activation for city events. We can't guarantee we can accommodate your request, but we will provide an outline of what can be provided.

DEADLINE FOR REQUEST FORM TO BE SUBMITTED:

PLEASE EMAIL FORM TO:

SECTION 1: EVENT DETAILS

EVENT	
DATE	TIME

SECTION 2: EXHIBITOR DETAILS

ORGANIZATION	
CONTACT PERSON	
EMAIL	
CONTACT PHONE #	CELL PHONE #
CONTACT PERSON ON EVENT DAY	
CONTACT PERSON ON EVENT DAY CELL PHONE #	
TYPE OF ACTIVITIES AT BOOTH (E.G. WHAT IS YOUR ACTIVATION, WHAT WILL BE DISPLAYED, WILL THERE BE AMPLIFIED SOUND, PLEASE DESCRIBE):	

SECTION 3: BOOTH/DISPLAY REQUIREMENTS

NUMBER & SIZE OF TABLES REQUIRED 6 foot (limited quantities)	NUMBER OF CHAIRS REQUIRED
ARE YOU BRINGING YOUR OWN TENT? Yes No	
a. Do you require a tent to be rented for you? Yes No	
b. Size of tent(s):	
c. Do you require walls for your tent? Yes No How many walls?	
d. Do you require sand bags/weights for your tent? (Please note: all tents need to be weighted down) Yes No	
DO YOU REQUIRE ACCESS TO POWER? Yes No # of 15amp/110 volt (standard) outlets required:	
DO YOU HAVE ANY POWER REQUIREMENTS ABOVE A STANDARD 15 AMP/110 OUTLET? Yes No Type of power required:	
DO YOU REQUIRE ACCESS TO UNLOAD A VEHICLE? Yes No If yes, how many vehicles will need access?	
HOW MANY SQUARE FEET DO YOU REQUIRE FOR YOUR VEHICLE(S)?	
HOW MANY VEHICLES WILL YOU REQUIRE TO PARK? (PARKING WILL LIKELY BE LOCATED A FEW BLOCKS AWAY)	
HOW MUCH TIME DO YOU REQUIRE FOR: Setup Take down	
PLEASE NOTE: Parking, road closure times and load-in access information will be provided closer to the event day.	
WILL YOU BE SELLING MERCHANDISE? Yes No If selling merchandise, please provide a list of the items at your booth:	
ADDITIONAL NOTES (PLEASE SPECIFY ANY SPECIAL REQUIREMENTS):	
IMPORTANT NOTE: Selling of food is not permitted. Public Wi-Fi will not be available. If you have any questions about the event or your participation, please contact: NAME/TITLE	
PHONE	EMAIL