

5675 McLAUGHLIN RD., MISSISSAUGA, ON L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832 SITE OFFICE: 416.585.8109

SHOW: _____	
DATES: _____	FACILITY NAME: _____

EXHIBITOR INFORMATION	INSTRUCTIONS FOR USE
BOOTH #: _____ COMPANY: _____ ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____ E-MAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	<p style="text-align: center;">Use the grid below to indicate placement of SHOWTECH services.</p> <ul style="list-style-type: none"> Circle the correct booth type INLINE PENINSULA ISLAND Indicate the dimensions of your booth _____ (10x10 – 1 square = 1 foot, 20x20 – 1 square = 2 feet, etc) Use bold lines to indicate the outline of your booth Fill-in the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. Entrance, Exit, Stage, Aisle Number, etc) <u>For overhead and/or undercarpet outlets:</u> Draw an "O" for overhead placement or a "U" for undercarpet placement. <u>For Source 4 Par fixtures:</u> Draw arrows to indicate the light direction. <u>Sign/Banner Hanging:</u> Draw a line to indicate sign placement.

This form is ONLY required when ordering services to be placed undercarpet and/or overhead. It is not necessary to indicate back-of-booth services on this form.

SHOWTECH must receive a booth layout, along with your completed order form, to ensure proper placement of undercarpet and/or overhead services in your booth.

BACK OF BOOTH Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____		Adjacent Booth or Aisle Number: _____
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FRONT OF BOOTH Adjacent Booth or Aisle Number: _____