

# OFFPRICE Booth ID & Directory Listing Form

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Dear Exhibitor,

As part of our commitment to ensuring an accurate show directory for our attendees we have created an online Show Directory Entry Form to enable you to control the accuracy of your show directory listing.

This easy-to-use online program will enable you to enter/edit your company's profile in a timely manner - and with no paper trail!

How do you access your online directory listing? **You will receive a booth confirmation email with full instructions on how to complete your show directory listing.** Some of the features that are included in your directory listing are:

- Company Contact Details
- Product Categories (10 category maximum)
- Company Description (the description will only be shown online; it will not be printed in the directory booklet at the show)
- You can continue to make changes up until the deadline date, **Monday, July 15th, 2013**

If you have any questions on how to fill out the online Show Directory Entry Form or have not yet received an email with instructions, please contact Katie Chapman at (262) 754-6936 or [kchapman@offpriceshow.com](mailto:kchapman@offpriceshow.com).

Best regards,

The OFFPRICE Show Staff