



IN-BOOTH EVENT REQUEST FORM

To request an In-Booth Event for your company, please complete the following: *(Please type or print.)*

Exhibitor Name _____

Contact Name _____

Title _____

Booth Number _____ Email _____

Phone _____ Fax _____

EVENT SCHEDULE

SHOW DAY	PRE-SHOW—Please indicate time. (2 Hours Prior to Show Opening)	POST-SHOW—Please indicate time. (up to 3 Hours After Show Close)
March 7 / 9:00 am- 5:00 pm		
March 8 / 9:00 am-5:00 pm		
March 9 / 9:00 am-5:00 pm		
March 10 / 9:00 am-5:00 pm		
March 11 / 9:00 am-3:00 pm		NA

Exhibitors cannot hold post show in-booth events on the closing day of the show due to the beginning of dismantling.

EVENT TYPE

- Sales Meeting
- Customer/Dealer Meeting
- Customer/Dealer Entertainment
- Press Event
- Product Launch
- Other _____

EVENT DETAILS

My event will have:

- Catering (must be ordered from Official Show Caterer)
- Entertainment (Band, Etc.)
- Education Type Presentation

RETURN FORM TO:

Operations Department at E-mail klang@aem.org or Fax +1 414-272-2672

Questions: E-mail or Phone 1-800-867-6060

SHOW MANAGEMENT APPROVAL:

Your company's event has been reviewed and approved by Show Management. Please adhere to the Pre/Post Show Rules & Regulations.

Show Management Acceptance

Date