

## IN-BOOTH EVENT REQUEST FORM

To request an In-Booth Event for your company, please complete the following:

Exhibitor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Booth Number \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Onsite Contact Name \_\_\_\_\_ Onsite Phone \_\_\_\_\_

### EVENT SCHEDULE

SHOW DAY	PRE-SHOW—Please indicate time. (2 Hours Prior to Show Opening)	POST-SHOW—Please indicate time. (2 Hours After Show Close)***
March 6 / 11:00 am- 5:00 pm		
March 7 / 11:00 am-5:00 pm		
March 8 / 9:00 am-2:00 pm		

\*\*\* 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 (See also News/Publicity Tips)
- ☐ 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](mailto: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