

## Onsite Contact Form

**DEADLINE: August 7<sup>th</sup>**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

### 1) SERVICE KIT RECEIVED ACKNOWLEDGEMENT

So we can be sure you received access to your Exhibitor Service Kit please complete and email this form to Show Management.

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2) ON-SITE CONTACT PERSON

Please provide the name and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your booth representative after show hours **in the event of an emergency.** *This information will be kept confidential.*

On-site Contact Person: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Number #: \_\_\_\_\_

Email: \_\_\_\_\_

Hotel Staying at Biotech Week Boston: \_\_\_\_\_

Arrival: \_\_\_\_\_ Departure Date: \_\_\_\_\_

## Booth ID Sign

**DEADLINE: August 7<sup>th</sup>**

A booth ID sign is included with your booth package. Show management will order your sign for you directly through Shepard Exposition Services and there will be no charge to you for this sign.

**Show management cannot guarantee any sign changes after the due date above.**

**If you do not submit this form your sign will be ordered based on the company name listed on your event contract.**

**Dimension:** 7" H x 44" W

**Lettering:** Signs are printed in all capital letters

**Placement:** Signs are hung over the back of your pipe and drape at a height of 8 feet.

**Graphics:** There are NO graphics included on these signs.

Our Sign should read exactly as follows:

Company Name: \_\_\_\_\_

Booth Contact: \_\_\_\_\_

Today's Date: \_\_\_\_\_

SAMPLE SIGN FORMAT:

<b>ABC, Inc.</b>	<b>Booth #</b>
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----- 44" -----

Please email this form to Alexandra Kapetanopoulos, Operations Coordinator at:  
[Alexandra.Kapetanopoulos@KNect365.com](mailto:Alexandra.Kapetanopoulos@KNect365.com)