

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

SHOW:

DATES:

FACILITY NAME:

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ PROV/STATE: _____ CODE: _____

E-MAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

INSTRUCTIONS FOR USE

Use the grid below to indicate placement of SHOWTECH services.

- 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)
- For overhead and/or undercarpet outlets: Draw an "O" for overhead placement or a "U" for undercarpet placement.
- For Source 4 Par fixtures: Draw arrows to indicate the light direction.
- Sign/Banner Hanging: 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: _____

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