

Trade Show Request Form

Function/Trade Show/Event Name: _____

Ordered on behalf of Chapter/Region # _____

Event Info

Date of Event: _____

Event Location: _____

Event Address: _____

Date to be delivered by: _____

Point of Contact Info

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Items Requesting For Event

Displays for booth

- Stand Alone Podium (for a 10 x 10 ft booth)
- Full Booth (3 retractable displays and podium)
- Half a Booth (1 retractable display)
- AFE Table cloth

Materials/Handouts (check all you'd like sent and include quantity for each)

• Standard Trade Show Pack

Quantity:

- Membership Brochure 25 50 100
- Membership Application 25 50 100
- Certification Brochure 25 50 100
- AFE Journals 25 50 100

AFE Pens (up to 50 free, \$38.50 for an additional box of 50): _____ pens

Shipping Info

Ship To:

Address:

Pick up Date:

Initials:

Return Date:

Initials:

AFE Policy

All requests must be made at least 3 weeks in advanced; this is to coordinate shipping and booth rental. The shipping to and from an event will be covered by the Chapter/Region. At no time are you guaranteed the Trade Show Booth, it is subject upon availability. If any damage occurs to the booth during its rental period please inform National.

I have read the AFE policies of use of the trade show booth and agreed to comply, and return safely for others to use.

I also agree to provide AFE corporate office with a copy of this event's attendee list.

Printed Name:

Date:

Signature: