

VENDOR BOOTH REGISTRATION FORM

EVENT INFORMATION

EVENT TITLE		REGISTRATION DEADLINE DATE
EVENT LOCATION NAME		EVENT DATE(S)
EVENT ADDRESS		ACCEPT/REJECT NOTIFICATION DATE
PHONE	FAX	EVENT MANAGEMENT POINT OF CONTACT EMAIL
EVENT ID. if applicable		EVENT WEBSITE

EVENT SCHEDULE

VENDOR MOVE-IN	EVENT HOURS	VENDOR MOVE-OUT

EVENT DESCRIPTION

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VENDOR SPACE INFORMATION

SIZE OF VENDOR SPACE		BASE COST
WHAT WE PROVIDE	WHAT VENDOR WILL NEED TO PROVIDE	AVAILABLE FOR A FEE

ADDITIONAL INFORMATION REGARDING EVENT SPACE AND AMENITIES

BASE FEE AND ADDITIONAL ITEM FEE PAYMENT INFORMATION

VENDOR INFORMATION

VENDOR NAME		REGISTRATION SUBMISSION DATE
EVENT ADDRESS		
PHONE	FAX	EMAIL
VENDOR ID. if applicable		WEBSITE

VENDOR DESCRIPTION

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CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

NAME	TITLE
SIGNATURE	DATE

COMPLETED FORM SUBMISSION PROCESS

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CANCELTION TERMS / FEES

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VENDOR BOOTH REGISTRATION FORM TEMPLATE

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