NeoCon®
World's Trade Fair 2009

BOOTH EVENT/MEETING NOTIFICATION FORM

DEADLINE: MAY 20, 2011

Any exhibitor planning to host a party or business meeting in their booth space must notify Show Management in advance using this form. All booth events/meetings must be held during posted move-in or show hours. **Please note, any meeting being held on Sunday, June 12 must conclude no later than 4:00 p.m.** All exhibitors must leave the floor at this time. As a reminder, all exhibitors and sales representatives must have a badge before being allowed on the show floor. This notification must be submitted by the deadline date, **May 20, 2011**. If you plan to host more than one event, a separate form for each event should be completed.

Note: Events or Meetings that occur on the days of the show, June 13-15, must be concluded by the closing time of the show, 5:00 pm. Extensions will not be allowed.

Booth Name: _____ **Booth Number:** _____

Representative Responsible At Show Site: _____

Telephone Number: _____ **Fax Number:** _____

Provide the information below. Submit this form and any other pertinent information by the deadline date of May 20, 2011. Show Management reserves the right to terminate the event without notice.

Type of Event _____

Date: _____ **Time – START:** _____ **FINISH:** _____

Caterer (*If Applicable*): _____

Number of Attendees: _____

List of Attendees *(Attach separate sheet if necessary)*:

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Mail or Fax this form to: NeoCon® World's Trade Fair 2011, Attn: Maribel Rodriguez
222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654, 312.527.7078, FAX: 312.527.7998
www.exhibitorinfo.com/operationshelp