

DEADLINE: MAY 5, 2017

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 11 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 5, 2017**. If you plan to host more than one event, a separate form for each event should be completed.

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

Representative Responsible At Show Site: _____

Telephone Number: _____ **Email:** _____

Provide the information below. Submit this form and any other pertinent information by the deadline date of May 5, 2017. 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): _____

Send to: Sergio Camargo, scamargo@themart.com,
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