



TRADE SHOW DETAIL REPORT

BOOTH #: _____

INSTALL DATE: _____
INSTALL TIME: _____

Your Company

Exhibiting Company Name: _____

Exhibiting Company Address: _____ Postal Code: _____

Contact Name: _____

Title: _____ Tel#: () _____

Cell: () _____ Fax: () _____

Contact Email: _____

Show Information

SHOW NAME: _____

SHOW HOSTING COMPANY: _____

Show Venue (hotel/convention centre name including building/wing identification if applicable): _____

Show Venue Address _____ Postal Code/Zip: _____

Show City: _____ Show Province/State: _____

SHOW DATES: _____ **EXHIBITION HOURS:** _____

INSTALLATION: _____

Booth to be completed and ready by – Date: _____ **Time:** _____

DISMANTLE DAY: _____ **DISMANTLE TIME:** _____

Attending Rep: _____ Contact #: _____

Additional Notes: _____

Exhibit Display Details

Contracted Space Size: _____

Tables/Chairs: _____ Carpet: _____

Graphics/Signage: _____

Product/Literature Shipped with booth: _____ Pieces: _____

Additional Information: _____

Tradeshow Booths Group

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