

TAA 2010 TRADE SHOW

Exhibitor Needs Assessment Forms

**Please complete the appropriate form (for booth size selected)
and fax back to the TAA office at (919) 782-1169:**

Included are:

	<u>Forms</u>
-Tabletop Display	(1a-1b)
-10 x 10 Booth	(2a-2b)
-10 x 20 Booth	(3a-3b)
-20 x 20 Booth	(4a-4b)
-20 x 30 Booth	(5a-5b)

2010 TAA Trade Show *Exhibitor Needs Assessment Form*

Please take a moment to review, complete and return the following information.

Please consider your answers carefully as no additions or changes can be made the day of the Show.

Please Print

Company Name: _____

Contact Person: _____

As an exhibitor of a **Tabletop** display in the Triangle Apartment Association Trade Show, you will be provided:

- One 7" x 44" booth sign
(hung professionally behind table on 8ft back drape)
- One skirted 8' table (draped in skirt)
- Two company representatives - free admission
(\$10.00 per additional representative over two.)

TABLETOP OPTIONS: *(Check one in each category)*

- **CHAIRS:** Most exhibitors prefer to stand during the Show to greet customers and attendees. Do you wish to have a chair at your table? Yes No
- **ADDITIONAL CHAIRS?** Do you need additional chairs for your table? If so, put # in next column: # of Additional Chairs Needed: _____
- **PRE-ORDERED SIGN:** Your area includes a 7" x 44" sign. Some companies prefer to provide their own sign. Due to the nature of your product display, do you wish to keep the sign or have the sign removed? Keep Sign Remove Sign

**** If you would like to keep the sign, please provide the company name as you wish it to appear on your sign (one line only):**

Company Name As It Should Appear On Sign: (PLEASE PRINT)

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- **ELECTRICITY:** Do you need 110-volt power (electricity) for your tabletop area? Yes No

Each Exhibitor is responsible for providing their own extension cord(s). Your area may not be directly by a receptacle, so if you require electricity, **please bring an extension cord!!!** Extension cords will not be available the day of the show.

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Triangle Apartment Association • 3739 National Drive Suite 202 • Raleigh, NC 27612
Tel: (919) 782-1165, ext. 7 • Fax: (919) 782-1169 • Website: www.triangleaptassn.org
For questions contact: Dianna Mangum at dmangum@triangleaptassn.org

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Please take a moment to review, complete and return the following information.

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Company Name: _____

Contact Person: _____

As an exhibitor of a **10' x 10'** booth in the Triangle Apartment Association Trade Show, you will be provided:

- One 10' x 10' booth (*professionally draped in black/white alternating*)
- One 7" x 44" booth sign
- One skirted 8' table (*draped in red skirt*)
- Three company representatives - free admission (\$10.00 per additional representative over three.)

BOOTH OPTIONS: (*Check one in each category*)

- **TABLE:** Your booth includes a skirted 8' table. Due to the nature of your product display, do you wish to keep the table or have the table removed from your booth? Keep Table Remove Table

- **CHAIRS:** Most exhibitors prefer to stand during the Show to greet customers and attendees. Do you wish to have a chair in your booth? Yes No

- **ADDITIONAL CHAIRS OR TABLES?** Do you need additional tables or chairs for your booth? There will be additional charges billed to your company. If so, put # in next column: # of Additional Chairs Needed: _____ # of Additional Tables Needed: _____

- **PRE-ORDERED SIGN:** Your booth includes a 7" x 44" sign. Some companies prefer to provide their own sign. Due to the nature of your product display, do you wish to keep the sign or have the sign removed from your booth? Keep Sign Remove Sign

**** If you would like to keep the sign, please provide the company name as you wish it to appear on your booth sign (one line only):**

Company Name As It Should Appear On Sign: (PLEASE PRINT)

- **ELECTRICITY:** Do you need 110-volt power (electricity) for your booth? Yes No

Each Exhibitor is responsible for providing their own extension cord(s). Your area may not be directly by a receptacle, so if you require electricity, **please bring an extension cord!!!** Extension cords will not be available the day of the show.

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Contact Person: _____

As an exhibitor of a **10' x 20'** booth in the Triangle Apartment Association Trade Show, you will be provided:

- Two 10' x 10' booths (*professionally draped in black/white alternating*)
- One 7" x 44" booth sign
- Two skirted 8' tables (*draped in red skirt*)
- Four company representatives - free admission (\$10.00 per additional representative over four.)

BOOTH OPTIONS: (Check one in each category)

- **TABLE:** Your booth includes 2 skirted 8' tables. Due to the nature of your product display, do you wish to keep the tables or have the tables removed from your booth? Keep Tables Remove Tables

- **CHAIRS:** Most exhibitors prefer to stand during the Show to greet customers and attendees. Do you wish to have a chair in your booth? Yes No

- **ADDITIONAL CHAIRS OR TABLES?** Do you need additional tables or chairs for your booth? There will be additional charges billed to your company. If so, put # in next column: # of Additional Chairs Needed: _____ # of Additional Tables Needed: _____

- **PRE-ORDERED SIGN:** Your booth includes a 7" x 44" sign. Some companies prefer to provide their own sign. Due to the nature of your product display, do you wish to keep the sign or have the sign removed from your booth? Keep Sign Remove Sign

**** If you would like to keep the sign, please provide the company name as you wish it to appear on your booth sign (one line only):**

Company Name As It Should Appear On Sign: (PLEASE PRINT)

- **ELECTRICITY:** Do you need 110-volt power (electricity) for your booth? Yes No

Each Exhibitor is responsible for providing their own extension cord(s). Your area may not be directly by a receptacle, so if you require electricity, **please bring an extension cord!!!** Extension cords will not be available the day of the show.

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Company Name: _____

Contact Person: _____

As an exhibitor of a **20' x 20'** booth in the Triangle Apartment Association Trade Show, you will be provided:

- One 20' x 20' booth (*professionally draped in black/white alternating*)
- One 7" x 44" booth sign
- Two skirted 8' tables (*draped in red skirt*)
- Five company representatives - free admission (\$10.00 per additional representative over five.)

BOOTH OPTIONS: (Check one in each category)

- **TABLE:** Your booth includes two skirted 8' tables. Due to the nature of your product display, do you wish to keep the tables or have the tables removed from your booth? Keep Tables Remove Tables

- **CHAIRS:** Most exhibitors prefer to stand during the Show to greet customers and attendees. Do you wish to have a chair in your booth? Yes No

- **ADDITIONAL CHAIRS OR TABLES?** Do you need additional tables or chairs for your booth? There will be additional charges billed to your company. If so, put # in next column: # of Additional Chairs Needed: _____ # of Additional Tables Needed: _____

- **PRE-ORDERED SIGN:** Your booth includes a 7" x 44" sign. Some companies prefer to provide their own sign. Due to the nature of your product display, do you wish to keep the sign or have the sign removed from your booth? Keep Sign Remove Sign
** If you would like to keep the sign, please provide the company name as you wish it to appear on your booth sign (one line only):

Company Name As It Should Appear On Sign: (PLEASE PRINT)

- **ELECTRICITY:** Do you need 110-volt power (electricity) for your booth? Yes No

Each Exhibitor is responsible for providing their own extension cord(s). Your area may not be directly by a receptacle, so if you require electricity, **please bring an extension cord!!!** Extension cords will not be available the day of the show.

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Company Name: _____

Contact Person: _____

As an exhibitor of a **20' x 30'** booth in the Triangle Apartment Association Trade Show, you will be provided:

- One 20' x 30' booth (*professionally draped in black/white alternating*)
- One 7" x 44" booth sign
- Three skirted 8' tables (*draped in red skirt*)
- Six company representatives - free admission (\$10.00 per additional representative over six.)

BOOTH OPTIONS: (Check one in each category)

- **TABLE:** Your booth includes three skirted 8' tables. Due to the nature of your product display, do you wish to keep the tables or have the tables removed from your booth? Keep Tables Remove Tables

- **CHAIRS:** Most exhibitors prefer to stand during the Show to greet customers and attendees. Do you wish to have a chair in your booth? Yes No

- **ADDITIONAL CHAIRS OR TABLES?** Do you need additional tables or chairs for your booth? There will be additional charges billed to your company. If so, put # in next column: # of Additional Chairs Needed: _____ # of Additional Tables Needed: _____

- **PRE-ORDERED SIGN:** Your booth includes a 7" x 44" sign. Some companies prefer to provide their own sign. Due to the nature of your product display, do you wish to keep the sign or have the sign removed from your booth? Keep Sign Remove Sign

**** If you would like to keep the sign, please provide the company name as you wish it to appear on your booth sign (one line only):**

Company Name As It Should Appear On Sign: (PLEASE PRINT)

- **ELECTRICITY:** Do you need 110-volt power (electricity) for your booth? Yes No
Each Exhibitor is responsible for providing their own extension cord(s). Your area may not be directly by a receptacle, so if you require electricity, **please bring an extension cord!!!** Extension cords will not be available the day of the show.

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