

Booth #:

5675 McLaughlin Road, Mississauga, ON L5R 3K5
 Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Email: info@showtech.ca

Show Name: _____

Show Dates: _____

Facility: _____

Exhibitor Information

Company: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

Contact Name: _____

Instructions

Use the grid below to indicate placement of SHOWTECH services.

1. Draw bold lines to indicate the outline of your booth. For a 10' x 10' booth, 1 square = 1 foot. For a 20' x 20' booth, 1 square = 2 feet. Etc.
2. Indicate the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. entrance, exit, stage, aisle number, etc.).
3. For power placed at specific booth location(s) or overhead, draw a "U" for undercarpet booth location and "O" for overhead.
4. For Source 4 par light or LED white light fixtures, draw arrows (→) to indicate the light direction.
5. For sign/banner hanging, draw a line to indicate sign placement.

- **This form is required:** If you are ordering services to be placed at specific booth location(s) or overhead, submit this form along with your completed order form(s) to ensure proper placement of services in your booth.
- **This form is not required:** If you are ordering services to be placed at the back of the booth, location is determined by SHOWTECH.

Please complete the following:

1. Booth type: Inline (booth with aisle on 1 side) Peninsula (booth with aisle on 3 sides) Island (booth with aisle on all 4 sides)
2. Booth dimensions: _____

BACK OF BOOTH

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH

Adjacent Booth or Aisle Number: _____