

Function/Trade Show/Event Name: _____

Ordered on behalf of Chapter/Region # _____

Date of Event: _____

Contact Name: _____

Email: _____ Phone: _____

Event Location: _____

Event Address: _____

Shipping Address: _____

Date to be delivered by: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Items requesting for event:

Booth:

- Stand alone (for 10 ft booth)
- Table Top (state the size you need)
- AFE Table Cloth

Materials/Handouts (check all you'd like sent and include quantity for each):

- Standard Trade Show pack Qty: _____

Contains all of the following:

- Membership Brochure with Membership Application
- Facilities Engineering Certification flyer
- AFE Journals

- GTP Brochure/ Application Qty: _____

- Corporate Membership Brochure/Application Qty: _____

- Certification Brochures Qty: _____

Optional items:

- AFE Pens (up to 50 free; \$38.50 for box of 50 additional)
- AFE Measuring Tapes (Up to 50 free; \$25 for a pack of 50 additional)
- Shirts (You may order at the AFE E-store at http://ocs.landsend.com/cd/frontdoor?store_name=AFE&store_type=3)

Publicity requested:

- Include notice in AFE Journal (please forward event information)
- Send blast email or fax (provide list or specify AFE list to use below)
- Mailing (please contact AFE for price estimate)

Shipping information

Shipper Name: _____

Shipper Contact Name: _____

Contact email: _____

Contact phone: _____

Pick up date: _____ Initials: _____

Return date: _____ Initials: _____

I have read the AFE policies of use of the trade show booth and agreed to comply, and return safely for others to use.

I also agree to provide AFE corporate office with a copy of this event's attendee list.

Signature: _____ Date: _____

Please print name: _____

Staff info:

- Included – return shipment form