



2021 TAA Trade Show Exhibitor Needs Assessment Form

Please review, complete, and return to tradeshow@triangleaptassn.org by October 25.
Please consider your answers carefully as no additions or changes can be made the day of the show.

Company Name _____

Contact Person _____

Cell Phone _____

Table(s) / Chair(s)

- Each 10' X 10' Booth, will include one (1) skirted 6-foot table and two (2) folding chairs. Additional tables and chairs can be rented from Hollins Exposition Services. Information is available on TAA's website at www.triangleaptassn.org.

Electricity

- Electricity (120-volt service) is available at the cost of \$40 per exhibitor. If you requested electricity on your Trade Show Agreement, it will be provided. Please confirm your need for electricity. **Note: Please bring an extension cord with you. Your source of power may not be located directly at your booth.** Extension cords will be available to purchase on the day of the show for \$25 each. **Please choose one.**

- Need Electricity _____
- Do Not Need Electricity _____

Internet Connection

- The NC State Fairgrounds offers wireless connectivity within the Jim Graham Building at no additional fee. Details will be provided on the day of the show.

Carpeting / Accessories

- The entire show floor will be carpeted. You may order additional accessories for your booth through Hollins Exposition Services. Information is available on TAA's website at www.triangleaptassn.org.

Company Employees

- The number of company employee representatives that are included with your exhibitor booth fee are based upon the booth type that you secured. Please note the specifics below:
 - 10' X 10' Booth - exhibitor fee includes three (3) company employee representatives
 - 10' X 20' Booth - exhibitor fee includes five (5) company employee representatives
- **PLEASE NOTE:**
 - The included registrations must be received by October 25 to avoid additional fees.
 - The maximum number of company representatives for a 10' x 10' booth = 3
 - The maximum number of company representatives for a 10' x 20' booth = 6
 - 5 are included in the booth fee, the additional fee is \$25 if the 6th person is registered by October 25
 - Walk-In attendance fee (in accordance with maximum attendance) = \$55

- All exhibiting company employee representatives are required to have a name badge to gain access to the Trade Show Floor. Please indicate below, **all** company employee representatives (please include name, work email and job title) that will be working at your booth.

	Name	Work Email	Job Title
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Maximum attendance for a 10' x 10' Booth is three (3) company employee representatives.

4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Maximum attendance for a 10' x 20' Booth is six (6) company employee representatives.

_____ Please include our booth in the Trade Show Booth Contest.

I have read the above information, understand my responsibilities, and realize no changes can be made the day of the show.

Name (Printed) _____
 Signature _____
 Date _____

For Office Use Only	
Booth # _____	Invoice Amount _____
	Invoice # _____