



2023 TAA Trade Show Exhibitor Needs Assessment & Attendee Registration Form

Please review, complete and return to tradeshow@triangleaptassn.org by March 20.
Consider your answers carefully as changes may not be possible at 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 \$55 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 as 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 \$29 each.

Please choose one.

- Need Electricity
- Do Not Need Electricity

Internet Connection

- The NC State Fairgrounds offers wireless connectivity at no additional fee. Details will be available at the show.

Carpeting / Accessories

- The lobby and aisles will be carpeted. You may order carpeting or other accessories for your booth through Hollins Exposition Services. Visit the TAA website at www.triangleaptassn.org.

Company Employees

- The number of company employee representatives included with your exhibitor booth fee is based upon the booth type that you secured.
 - 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 March 20 to avoid additional fees.
 - The maximum number of company representatives for a 10' x 10' booth = 5 (3 included)
 - The maximum number of company representatives for a 10' x 20' booth = 8 (5 included)
 - Registration fee for additional attendees registered by March 20 (in accordance with maximum attendance) = \$35. If not received, the included registrations will be charged \$35 per person.

- o Walk-In attendance fee (in accordance with maximum attendance) = \$60
 - o After Party registration is \$50 per exhibitor attendee. After Party tickets are not sold separately. Only registered trade show attendees are able to purchase an after party ticket.
- All exhibiting company employee representatives are required to have a name badge to gain access to the Trade Show Floor and After Party. Please indicate below, **all** company employee representatives that will be working at your booth and attending the after party.

	Name	Work Email	Job Title	Trade Show	After Party
1.	_____	_____	_____		
2.	_____	_____	_____		
3.	_____	_____	_____		
4.	_____	_____	_____		
5.	_____	_____	_____		

Maximum attendance for a 10' x 10' Booth is five (5) company employee representatives.

6.	_____	_____	_____		
7.	_____	_____	_____		
8.	_____	_____	_____		

Maximum attendance for a 10' x 20' Booth is eight (8) company employee representatives.

Please include our booth in the Trade Show Booth Contest.

I have read the above information, understand my responsibilities, and realize changes cannot always be accommodated the day of the show.

Name (Printed) _____
 Signature _____
 Date _____

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