

TAA's 2018 Trade Show



Exhibitor Needs Assessment Form

Please complete electronically and return to the TAA Office by April 2, 2018. Email to tradeshow@triangleptassn.org.

Triangle Apartment Association
7920 ACC Blvd., Suite 220
Raleigh, NC 27617

Tel: (919) 782-1165 / Fax (919) 782-1169

Trade Show information and forms can be accessed by visiting: www.triangleptassn.org.



2018 TAA Trade Show Exhibitor Needs Assessment Form

Please review, complete and return to tradeshow@triangleptassn.org by April 2.

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.triangleptassn.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 \$20 each. **Please choose one.**
 - Need Electricity
 - Do Not Need Electricity

Signage

- Your booth includes a 7" X 44" sign. **Please specify below how you wish your company name to appear on the sign (one line only).** If not specified, it will appear as your company name listed in the TAA Database.

Internet Connection

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

Carpeting / Accessories

- The floor of the Exposition Center is sealed concrete. Carpeting will be provided for the aisles only. You may order carpeting for your booth and any additional accessories through Hollins Exposition Services. Information is available on TAA's website at www.triangleptassn.org.

Company Employees

- The number of company employee representatives that are included in your Exhibitor 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
- If additional company employees will be working at your booth, the fee is \$20 per employee registered by March 29; \$30 per employee registered by April 5 and \$40 per employee registered on site as a Walk-In.

- 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 both name and work email address) that will be working at your booth.

Name	Email
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

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

6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____

Maximum attendance for a 10' x 20' Booth is eleven (11) company employee representatives.

Please include our booth in the TAA 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 # _____