

# SUNBELT CONVENTION SERVICES

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Job # \_\_\_\_\_  
(Sunbelt Office Use Only)  
Rev 3/05

## EVENT BID REQUEST FORM

Please provide us with the following information so we can submit an accurate bid for your upcoming event.

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_

e-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

Location/Facility \_\_\_\_\_ Facility Contact \_\_\_\_\_

Projected Number of Booths/Exhibitors \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ Delivery (Specify Date/Time) \_\_\_\_\_

\_\_\_\_\_ Tear Out (Specify Date/Time) \_\_\_\_\_

\_\_\_\_\_ Customer Pick/Up & Return (Specify Date/Time) \_\_\_\_\_

\_\_\_\_\_ Booth Package (includes 8' high back drape, 3' high side drape, one 6' skirted table, 2 chairs and an exhibitor ID sign)

\_\_\_\_\_ Booths with Pipe and Drape Only \_\_\_\_\_

\_\_\_\_\_ Carpeting for Aisles or entire hall \_\_\_\_\_

\_\_\_\_\_ Tables Only (Specify) \_\_\_\_\_ Exhibitor I.D. Signs \_\_\_\_\_

\_\_\_\_\_ Miscellaneous Drape (Specify) \_\_\_\_\_

\_\_\_\_\_ Special Needs (Specify) \_\_\_\_\_

Drape/Skirt/Carpet color requested \_\_\_\_\_ Floor Plan Needed \_\_\_\_\_

Please fax or e-mail this form back to us and we will submit your bid as soon as possible. We look forward to working with you!

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SUNBELT CONVENTION SERVICES ~ Arkansas' Proven Industry Leader

