

ARFF WORKING GROUP

ADDITIONAL BOOTH PERSONNEL REGISTRATION FORM

24th Annual ARFF Working Group Conference – Charleston, SC • October 28-31, 2013

Make Additional Copies of This Form as Needed –

On-Line Registration is also available for Additional Booth Exhibitor Personnel.

Go to www.arffwg.org and select On-Line Registration.

Each exhibitor receives the total number of conference registrations as outlined on the Exhibitor Registration Form (less banquet). Use this form to register those additional people. Anyone in attendance needs to be registered. The registration fees for personnel above and beyond the numbers outlined for your allotted exhibit space will be \$175 ea. This fee includes attendance at all meal functions (less banquet), exhibits, offsite functions, tours and educational sessions for the entire conference. It is not necessary to complete the address information if it is the same as that on the Exhibitor Registration Form:

10x10 = 2	10x15 = 3	10x20 = 4
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(Registrant # _____)

Last Name: First Name:

Title:

Organization:

Address

City, State, Postal Code

Country

Phone:

Fax:

E-Mail:

(Registrant # _____)

Last Name: First Name:

Title

Organization:

Address:

City, State, Postal Code

Country

Phone:

Fax:

E-Mail

Payment for Additional Booth Personnel should be added to your Exhibitor Registration Form.

Remit Payment to: ARFF Working Group

P.O. Box 1539 • Grapevine, TX 76051

(817)409-1100 • (866)475-7363 Toll Free • (817)230-4707 Fax

info@arffwg.org • www.arffwg.org

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EXHIBITOR CONFIRMATION FORM

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EXHIBITING

ORGANIZATION: _____

Selection of Exhibit Space:

_____ X _____ ft. = _____ Total Square Feet

_____ Yes, I require a 6' Draped Table**

_____ No, I do not require a 6' Draped Table

**Skirted/draped tables which will also include one (1) waste basket are \$91.50 for the three (3) days.

_____ Yes, I require electricity***

_____ No, I do not require electricity

**Hotel electrical form, shipping & receiving information and audiovisual will be sent at a later date

Signed:

Printed Name:

Payment for skirted table and waste basket should be added to your Exhibitor Registration Form.

THIS FORM MUST BE RETURNED

Return Form To: ARFF Working Group

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EXHIBITOR INFORMATION

- 1) Each exhibitor will receive the following:
 - a. Allotted space per registration form for display and if applicable /equipment/vehicle space.
 - b. Complimentary registrations per outlined exhibit space
 - c. Recognition in the On-Site Conference Program
 - d. All food functions (1 banquet ticket per exhibit booth)
 - e. All tours and/or offsite events
 - f. Recognition throughout the event either verbally or signage.

- 2) **BOOTH SET-UP** - Booths may be set-up at the Embassy Suites Hotel on Monday, October 28th starting at 9:00 A.M. You may also register at that time. A Conference Committee Member will be on hand to direct you to your booth and answer any questions you may have.

- 3) Booths must be torn down by 2:00 P.M. on Thursday, October 31, 2013

- 4) Please make sure you have the appropriate extension cords and power strips. Renting these items through the hotel can be costly. Forms for electrical service will be sent out separately. Please make sure you complete this form and send it to the hotel if you require electrical service.

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