



ARKANSAS SOCIETY OF ASSOCIATION EXECUTIVES

2018 Trade Show Exhibitor Agreement

Tuesday, May 1st
Statehouse Convention Center
Wally Allen Ballroom

Company Name _____

(print name as it is to appear on booth sign - limit 30 characters)

Primary Representatives Information:

Name: _____ Email: _____

Phone: _____

Additional Representative(s) names

(up to 3 per booth):

1. _____

2. _____

Additional Representatives can be added at \$25 per person

Booth Fee: **\$450.00** member
 \$550.00 non-member

Booth Number Requested:

If you need electricity, you must choose from 1-34.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Tips & Notes:

1. Each booth comes with a table and 2 chairs: for additional items, order through Sunbelt.
2. Order electricity, carpet, chairs, etc. from the Statehouse Convention Center or Sunbelt by **April 20th**.
3. Set-up time: 8:30 a.m.-10:30 a.m.
4. Exhibit Time: 11:00 a.m.-1:00 p.m.
5. No Breakdown before 1:00 p.m.
6. Prepare for 200 attendees
7. Any food or beverage served from your booth must be arranged through the Little Rock Marriott: Call (501) 906-4000, ask for catering.
8. Parking for Trade Show- \$6.00 at 2nd & Main

PRIZE: I will offer the following prize for the drawings: _____

(The drawing for prizes will be at the ASAE Registration table, NOT individual booths)

Mail form and payment to:

ASAE
PO Box 23034
Little Rock, AR 72221
PH (501) 223-9188
office@arksae.net

Need to spend the night?
Little Rock Marriott (adjoins Statehouse)
501-906-4000

Payment Options:

Check #: _____

Invoice me *(must be paid prior to setting up)*

Card #: _____ - _____ - _____

Exp date: _____ CVV: _____

Card Billing Address: _____
