



## REMSA EXHIBITOR WORKSHEET

### IMPORTANT NOTICE

If you have a large display item such as a building, truck or something solid, you must reserve a large enough booth space to allow for a completely clear line of site from all aisles. Whatever is displayed absolutely cannot obscure other exhibits located close to your display. Exhibitors with large display items must leave at least an 8 ft. all-sides perimeter around the large item.

The purpose of this worksheet is to help exhibitors establish their requirements and costs related to exhibiting. Complete the worksheet and return it to REMSA with your Application and Agreement for exhibit space (blue document). Upon receipt, Freeman, our general services contractor, will contact you to discuss your needs and related expenses. Questions about your exhibit needs and suggestions for alternatives can be discussed at this time. Complete disclosure will help Freeman organize move-in and move-out efficiently and will enable them to have the proper equipment on site to service all exhibitors.

Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Contact telephone \_\_\_\_\_ Email \_\_\_\_\_

### DISPLAYS AT THE SALT PALACE CONVENTION CENTER

1. Will you be providing your own booth furnishings (furniture, carpet, etc.)? Yes  No  **OR**
2. Will you be ordering booth furnishings from Freeman? Yes  No
3. Will your display or display contents require the use of a crane or a forklift? Yes  No
4. Will you require labor to help you set up your display? Yes  No
5. What are your electrical requirements? \_\_\_\_\_
6. Will you need your booth cleaned and vacuumed at night? Yes  No
7. Will you be shipping your booth and/or display items in advance to the warehouse? Yes  No

**OR**

8. Will you be shipping your booth and/or display items direct to show site at the convention center? Yes  No
9. Will you need assistance with a freight forwarder/customs broker for the shipment of your materials into and out of the United States? Yes  No
10. How do you plan to ship your indoor display to the warehouse or the convention center (i.e., truck, personal car, etc.)?  
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