



ECOO 2009 Booth Set-up Form

Company Name:		Exhibitor Contact:	
Phone:	Fax:	Email:	

Authorized Signature:	Title:
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Exhibit space price includes basic 750 W electrical, draped booth, one table, one Internet Connection and security. In and out moving assistance is available during normal hours.

Do not pay for any additional items now – you will receive an invoice with appropriate taxes added.

<p>Preferred move-in date and time. Move-in from noon until 8 pm on Wednesday, November 11, 2009. The exhibits open on Thursday Nov. 12, 2009 at 8:30 am.</p>	<p>Date: _____ Time: _____</p>										
<p>Basic Electrical is included as part of the exhibit space price.</p> <ul style="list-style-type: none"> 8' x 10' and 10' x 10' booths include one 750 w duplex circuit. 20' x 10' booths provided with one 1500 w duplex outlet. <p><i>Additional circuits and/or lights beyond those listed above must be ordered directly from STRONCO Electric before October 24, 2008. Forms available on ECOO Vendor website - follow the Show Services Link.</i></p>	<p>Upgrade from 750 to 1500 watts for \$20.00</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>										
<p>Use of pump truck required?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>										
<p>Draped table requirements? One standard (30" high) table is provided for each single booth at no cost. (Double booths provided with two tables) Indicate the TOTAL number of tables required – you will only be charged for those beyond the complimentary allotment. Additional standard tables will be billed at \$25 each.</p> <p><i>Additional furniture, if required, must be ordered directly from STRONCO Show Services and payment made to Stronco – follow the Show Services Link on the exhibitor website.</i></p>	<table border="1"> <thead> <tr> <th><u>Item</u></th> <th><u>Number</u></th> </tr> </thead> <tbody> <tr> <td>8' table</td> <td>_____</td> </tr> <tr> <td>6' table</td> <td>_____</td> </tr> <tr> <td>5' table</td> <td>_____</td> </tr> <tr> <td>4' table</td> <td>_____</td> </tr> </tbody> </table>	<u>Item</u>	<u>Number</u>	8' table	_____	6' table	_____	5' table	_____	4' table	_____
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8' table	_____										
6' table	_____										
5' table	_____										
4' table	_____										
<p>Chairs? Up to two chairs will be provided for each single booth at no cost.</p>	<p>Total No. of chairs _____</p>										
<p>Wireless Internet Connection HUBS are NOT permitted. First Internet connection is complimentary</p> <p>Additional Connections cost \$50 for the two days</p>	<p><u>Item</u></p> <p>Free connect <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of Additional Connections _____</p>										

ECOO 2008 Exhibitor Badges

Please indicate all Staff Names as they should appear on the Exhibitor badges.

Speakers will have speaker name tag.

Additional names and this completed form must be sent via email to exhibits@ecoo.org or faxed to 1-416-352-1396 no later than **October 22, 2009.**