

Asian Attractions Expo 2013

BOOTH CHANGE REQUEST

Convention Department
Phone: +1.703. 836.4800,
Fax: +1.703.738.7460
E-mail: exhibitsales@iaapa.org
www.iaapa.org

ADDITIONAL SPACE

MOVE

REDUCE SPACE

Company Name: _____

Contact: _____

Phone: _____ Fax: _____ Email: _____

IAAPA appreciates having the opportunity to help you with a booth request. Please sign this form and return it to the IAAPA Convention Department by e-mail to exhibitsales@iaapa.org or fax to +1.703.738.7460. All booth moves will be assigned on a first come first serve basis.

Previously Assigned Booth #: _____ Square Meters: _____ Dimensions: _____

FIRST CHOICE:
NEW Requested Booth #: _____ Square Meters: _____ Dimensions: _____

SECOND CHOICE:
NEW Requested Booth #: _____ Square Meters: _____ Dimensions: _____

Move Requested By (signature): _____ Date: _____

Remarks:

**100% payment of booth space is required in order to reserve booth space.
Payment may be made by check, credit card (AMEX, VISA, MC or Discover) or Wire Transfer.**

Payment Amount: _____ Credit Card: AMEX VISA MC Discover

Account # _____ Exp. Date: _____

Authorized Signature: _____ Card Holder Name: _____

CID Code: _____

Thank you for your business!

******* AREA BELOW TO BE COMPLETED BY IAAPA STAFF*******

Requested Booth Available: Yes No

Requested Booth Assigned: Yes No If No, Reason: _____

NEW Booth # ASSIGNED: _____ Square Feet: _____ Dimensions: _____

NEW Booth Cost (if different from initial contract): _____

Booth Move Completed By: _____ Date: _____