

Fan Zone Contact Sheet

Company Name:
Contact Name & Number:
Onsite Contact Name & Number:
Exact dimensions (Length x Width): (Please be as specific as possible and include the tractor w/trailer and/or any tents, etc. Also be sure to allow for any doors that need to be opened in order to unload and/or load during event.)
What type of business will you be conducting in your booth/space? (i.e. drawings, giveaways, sampling)?
Will you be bringing a give-away car?
What product will you be displaying?
What day and time do you plan to set-up?
Are you ordering any tents, tables, or chairs?
Is a staffing/temporary agency assisting you? (If so, please list their company name, contact, phone number, days they will be working, location and how many people will be working.)