

Complimentary Booth Equipment Order Form (standard booth options)

Dear Sponsor:

We look forward to seeing you at Training Director's Forum 2006 (TDF '06).

Please view the information on the TDF website (www.trainingdirectorsforum.com) in the Sponsor Service Center. It will provide you with all the necessary information needed to make your show experience both positive and productive. When reviewing the information, please pay special attention to the **Important Deadlines** listed on the landing page, as it will provide you with information regarding advance order discounts dates. This can save you time and money.

So we can be certain you received the appropriate items in your booth, please complete and fax this form to Show Management – Attn: Angela Talbot

Company: _____	Booth #: _____
Contact: _____	
Signature: _____	Date: _____

CONFIRMATION OF COMPLIMENTARY BOOTH ITEMS

Please indicate below which of the following complimentary items you would like provided with your booth. Items not indicated will not be provided to ensure that you have the maximum flexibility with your space.

<input type="checkbox"/> one (1) 5 amp electrical outlet	<input type="checkbox"/> two (2) chairs
<input type="checkbox"/> 6' skirted table	<input type="checkbox"/> company identification sign
<input type="checkbox"/> wastebasket	

COMPANY CONTACT INFORMATION CHANGE NOTIFICATION

The person to whom this email was sent is the contact currently in the TDF '06 database. If this information is no longer correct, please provide the new information below and your exhibitor record in our database will be updated promptly. Please also be sure to visit the website to update your company profile information that will be included in the Event Guide.

NEW Contact Information:

Company: _____		
Previous Contact Name: _____		
New Contact Name: _____		
Address: _____		
City: _____	State: _____	Zip Code: _____
Email: _____		
Phone: _____	Fax: _____	

Fax to (703) 488-2726 by May 5, 2006