



Convention & Exposition Services, Inc.

2269 Chestnut Street, Suite 628 | San Francisco, California | 94123

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Thank you for providing the specifications for your upcoming event.
Please fill out the form and scan it to dmckone@curtinconvention.com or fax it to 415-883-1755.

Group and Contact Information

Organization Name

Contact Name and Information

First Name	Last Name	
Mailing Address		
City	State	Zip Code
Telephone	Fax	
E-mail		

Event Information

Event Name
Facility/Hotel
Hall/Ballroom

Event Production Schedule

Event Task	Time <i>am/pm</i>	Day of the Week	Date <i>(Month/Date/Year)</i>
Curtin Move-In			
Exhibitor Set-Up			
Exhibits First Opening			
Exhibits Final Closing			
Deadline to Vacate Room			

Estimated Association Budget for Decorating Services \$

Required Show Management Services

Indicate the Standard Booth Size	<input type="checkbox"/> 8' x 10' or <input type="checkbox"/> 10' x 10'
Indicate the # of Booths	Minimum Booth Count =
If the association is providing a booth package, please indicate the contents of the booth package→	<input type="checkbox"/> Pipe & Drape only with Identification Sign <input type="checkbox"/> Furniture Package (includes Pipe/Drape, 1-6' Skirted Table, 2-Chairs, 1-Wastebasket, ID Sign)

Exhibitor Information

Do the Exhibitors require the use of an Advance Warehouse to ship Exhibit Materials? Yes No

If yes, please estimate the expected amount of advance Exhibitor freight.

Estimate weight in pounds.

Indicate if Exhibitors require additional services to complete their booth set-up. Check all that apply below.

<input type="checkbox"/> Furnishings	<input type="checkbox"/> Electrical Service	<input type="checkbox"/> AV or Internet Service
<input type="checkbox"/> Signage	<input type="checkbox"/> Display Labor	<input type="checkbox"/> Cleaning
<input type="checkbox"/> Private Vehicle Unloading		

Other Show Management Services

How may Registration Counters, if any, are needed?

Is an Entrance Treatment desired? (i.e. large arch unit, meter panels, banner, etc.) Yes No

How many posterboards, if any, do you need? 4' x 8' double-sided freestanding board suitable for poster sessions or message boards. #

Check all the additional items/services needed for Show Management.

<input type="checkbox"/> Specialty Furnishings (i.e. couches, coffee, tables, etc.)	<input type="checkbox"/> Signage (i.e. banners, directionals, decals, etc.)	<input type="checkbox"/> Custom hardwall units (i.e. storage space, bookstore, etc.)
<input type="checkbox"/> Hanging Aisle Signs	<input type="checkbox"/> Masking Drape	<input type="checkbox"/> Charging Kiosks
<input type="checkbox"/> Plants & Floral Arrangements	<input type="checkbox"/> Aisle Carpeting or other Carpeting	

Please advise us if you have any special requests for your event.

Proposal Submission Information

Deadline date for submitting proposals	<input type="text"/>
Submit proposal to the following email address:	<input type="text"/>
Who will be reviewing the proposals?	<input type="text"/>
When is the expected date of the final selection of the Decorator?	<input type="text"/>

Thank you for completing and submitting this RFP Form!