

EVENT/MEETING NOTIFICATION FORM

DEADLINE: MAY 6, 2019

Any exhibitor or showroom planning to host an event or large meeting in their booth or showroom must notify show management in advance using this form.

- * This notification must be submitted by the deadline date, May 6, 2019. Email
- * If you plan to host more than one event, a separate form for each event should be completed.
- * All exhibitors and sales representatives must have a badge before being allowed on the show floors.

FOR 7TH FLOOR BOOTH EXHIBITORS:

- All events/meetings on the 7th floor must be held during move-in or show hours.
- Events or meetings on the 7th floor on **Sunday, June 10th must conclude no later than 4:00 p.m.** All exhibitors must leave the 7th floor at this time.
- Events or meetings on the 7th floor that occur on show days must **end by: 5:00 PM on June 11-12 and 3:00 PM on June 13.** Extensions will not be allowed.

FOR SHOWROOMS:

- Contact the Property Management Office at propertymanager@themart.com if you require the use of any common areas outside the threshold of your showroom, including, but not limited to, corridors, pass-throughs, service corridors, elevator lobbies, janitor closets. Use of common areas without authorization and the use stairways and landings is strictly prohibited. Proper licensing and applicable fees for common area use must be coordinated prior to your event.
- Provide your Janitorial Contractor with the hours their services are required, with a special focus on the event area, as well as the catering staging area.

Showroom/Booth Name: _____ Showroom/Booth Number: _____

Onsite Contact: _____

Cell Phone: _____ Email: _____

Show Management reserves the right to terminate the event without notice.

Type of Event: _____

Date: _____ Time – START: _____ FINISH: _____

Caterer (If Applicable):

***All caterers must sign the [Caterer Insurance Agreement](#) and provide a Certificate of Insurance in accordance with attached requirements.**

Email Event Form and if applicable, Caterer Insurance Agreement and Certificate of Insurance to:
scamargo@themart.com - 7th Floor Temporary Booth Exhibitors
lmartin@themart.com – Permanent Mart Showroom Tenants