



<b>Event type</b> (e.g., health fair, financial fair/expo, etc.)	
<b>Date</b>	<b>Time</b> (e.g., 10 a.m.–2 p.m.)

<b>Your name</b>	
<b>Department/Agency</b>	
<b>Phone</b>	<b>Email</b>
Total # expected to attend event	Total # of employees at your location

<b>If different, please provide your contact information for the day of the event</b>	
<b>Name</b>	
<b>Phone</b>	<b>Email</b>

<b>Event location</b>		
Address 1		
Address 2		
Address 3		
City	State	Zip /

<b>Shipping address</b> (If different from above)		
Contact name		
Address 1		
Address 2		
Address 3		
City	State	Zip /

<b>Is additional time needed to route materials to event location?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Special shipping instructions/restrictions</b> (e.g., FedEx only, arrive on or before a certain date, etc.)

<b>Please detail any special security provisions necessary for us to gain access to location</b> (e.g., SSN/license #, vehicle information, etc.)
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<b>Can we conduct an educational seminar the day before or the day after the event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you interested in hosting a seminar at another time during the year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?
<b>If we are unable to attend, are you willing to display FLTCIP materials?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>What will your site do with extra materials?</b> (e.g., bring to HR, disseminate to regional sites, discard, etc.)