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|---|-----------------------------------|
| Event Type (e.g. Heath Fair, Financial Fair/Expo, etc.): | |
| Date | Time (e.g. 10 a.m.–2 p.m.) |

| | |
|----------------------------------|---------------------------------------|
| Your Name | |
| Department/Agency | |
| Phone | Email |
| Total # expected to attend event | Total # of employees at your location |

| | |
|---|--------------|
| If different, please cite the following contact information for the day of the event | |
| Name | |
| Phone | Email |

| | | |
|-----------------------|-------|-------|
| Event Location | | |
| Address 1 | | |
| Address 2 | | |
| Address 3 | | |
| City | State | Zip / |

| | | |
|---|-------|-------|
| Shipping Address (If different from above) | | |
| Contact Name | | |
| Address 1 | | |
| Address 2 | | |
| Address 3 | | |
| City | State | Zip / |

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

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