



Exhibitor Event Request

Deadline: May 20, 2017

Company: _____ CBA ID: _____ Booth#: _____
 Address: _____ City: _____ ST _____ Zip: _____
 Contact: _____ Phone: _____ E-Mail: _____

PLEASE READ CAREFULLY.

- **All events should be scheduled through CBA**, regardless of venue or status. This will assist CBA in marketing, answering questions, determining the economic impact of UNITE to the host city, and evaluating the requirements of host cities for future shows.
- CBA has limited meeting space available and requests are handled on a first-come, first-served basis.
- Events for retailers should be hospitality and public relations-oriented, not an extension of booth sales.
- A confirmation will be e-mailed upon approval.
- We do our best to place your event in the location that best matches your desired room set and attendance. However, **should your event require a room reset, you will be charged a \$150 per room reset fee.**
- Exhibitors are responsible for making catering and audio/visual arrangements. Contact information for these vendors will be provided with your event confirmation.
- To prevent conflicts with official UNITE activities, events are only allowed during the following times (*these times are subject to change*):

Tuesday, June 27: 6 a.m. – 5 p.m.
Wednesday, June 28: 6 a.m. – 8:00 a.m.; 11:30 a.m. – 1:30 p.m. & 7 p.m. - midnight
Thursday, June 29: 6 a.m. – 8:00 a.m.; 11:30 a.m. – 1:30 p.m. & 6 p.m. – midnight
Friday, June 30: 6 a.m. – 1 p.m.

Event Name: _____

Date of Event: _____, _____/_____/2017 Expected Attendance: _____

Time: START: _____ a.m. p.m. END: _____ a.m. p.m.

SET: _____ a.m. p.m. (Standard set-up is 1 hour prior to the event unless otherwise noted.)

Notes: _____

Desired Room Set if available:

Banquet Hollow Sq.
 Theater U-Shape Classroom
 Other, Please Specify: _____

Location Preference: Duke Energy Convention Center or

*Hotel, please specify below:
 * Hilton Millennium Hampton Homewood Westin
 Other, Please Specify: _____

FREE PUBLICITY*: Publicize Do Not Publicize

**Event must be open to all retailers to receive CBA publicity. Publicity is due to CBA by May 15, 2017 for inclusion in the onsite program. Additional publicity in CBA Publications depends on submission and confirmation timing.*

For PUBLICIZED EVENTS only: Describe your event (including speakers/performers) in 30 words: _____