



**TRADE SHOW ITEMS
REQUEST & AGREEMENT FORM**

MEETING PROFESSIONALS INTERNATIONAL




Name of Chapter: _____

Name of person making request: _____

Telephone (_____) _____ - _____ Fax: (_____) _____ - _____

Email _____

Trade Show Items

Item		Quantity
8x10 pop up booth with 2 halogen lights (1 available)		NO LONGER AVAILABLE
Pop up banner		
Table Cloth 6'		
	Total	

Shipping Address

Chapter/Company _____

Contact Name _____

Street/PO Box _____

City _____ State _____ Zip _____ Country _____

Phone (_____) _____ - _____

Date booth should arrive for tradeshow: _____

Date booth will be shipped back to MPI: _____

Show Information

Name: _____

Dates: Start: _____ End: _____

Anticipated number of attendees: _____

of Brochures Requested: _____

Agreement

1. The Chapter will pay for shipping of the item to the designated location.
2. The chapter is responsible for packing, shipping and the cost of returning the item to MPI, 2711 LBJ Freeway, Suite 600, Dallas, TX 75234.
3. The chapter will be held accountable for all damages to the item and its attachments, which occur as a result of the chapter's use or return shipping of the item and attachments to MPI. If damages of the item(s) occur, the chapter shall be invoiced based on the cost of the individual item(s) as listed below:
Supports for panels = \$300
Panels = \$500 each
Frame = \$500
Lighting fixture = \$100
Pop up banner = \$200
Table cloth = \$100
4. MPI will charge the Chapter for said repairs or deduct the above damages from the Chapter's dues rebate. In any such event, the Chapter shall remain obligated for all such damages. Nails, thumbtacks, tape, etc. must not be used to attach decorations to the booth.

Please return a copy of this agreement to feedback@mpiweb.org.

Signature of Renter: _____

Date: _____

Approval by MPI

Name: _____

Date: _____