



Company: _____

CBA ID: _____ Booth#: _____*

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 the International Christian Retail Show 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.
- Room rental is \$200 per event at the convention center. This fee is waived for requests confirmed by June 6, 2012.
- We will do our best to place your event in the location that best matches your desired room set and expected attendance at the Convention Center. However, **should your event require a room reset, you will be charged a \$100 room reset fee.**
- Your company is responsible for making all arrangements such as catering and audio/visual, etc. Contact information for these vendors will be provided with your event confirmation.
- If you are providing shuttle service for your event, please indicate the details in the "Notes" field including shuttle stops and times.
- To prevent conflicts with official International Christian Retail Show activities, events are only allowed during the following times (*These times are subject to change*):

Sunday , July 15	8:00am – 3:00pm
Monday , July 16	6:00am – 8:00am / 6:00pm – 12:00 midnight
Tuesday , July 17	6:00am – 1:00pm / 6:00pm – 12:00 midnight

Event Name: _____

Date of Event: _____, _____ / _____ /2012

Time: START _____ am pm END _____ am pm Expected Attendance: _____

Set-up Time: _____ am pm (Standard set-up deadline is 30 minutes prior to the event unless otherwise noted here.)

Notes: _____

Desired Room Set:

- Banquet
- Classroom
- Hollow Square
- Theater
- U-Shape
- Other, Please Specify:

Location Preference:

- Orange County Convention Center
- Courtyard by Marriott International Drive
- Hilton Orlando
- Peabody Orlando
- The Rosen Centre
- The Rosen Plaza
- Other, Please Specify:

FREE PUBLICITY: Event must be open to **all retailers** to receive CBA publicity. Convention Website updated periodically prior to Show with exhibitor event information. **Additional publicity in CBA Publications depends on submission and confirmation timing.** Publicity is due to CBA by May 30, 2012 for inclusion in the onsite program.

Publicize Do Not Publicize

Complete the following for **publicized events only**. Describe your event (including speakers/performers) in approximately 30 words or less.
