

Tradeshow Enquiry Form

Event:

Contact Details (attach business card)

Name:	
Title:	
Organisation:	
Address:	
Telephone:	
Email:	
Fax:	
Web:	

Event History (past / future)

Event Name:

Event	Year	Month	Delegates	City	Venue
Next Open Year					

Would you consider **(destination)** for the next open year: YES / NO

Delegate Profile (geographic regions, profession, age, gender)

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Event and Query Type (circle)

convention	meeting	incentive	exhibition
association	corporate	government	media
state/province	national	regional	international
new lead	existing lead	future potential	service
general			

Requirements (venue, exhibition, accommodation, services, PCO, DMC etc..)

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Follow Up (circle)

High Priority	Medium Priority	Low Priority	No Response
Bid / RFP Due Date		Decision Date	
Mailing List	Yes / No	Send PG	Newsletter
Staff assigned to Follow Up			

Taken by		Date:
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Additional Notes: