

IMPORTANT

Please ensure that you carefully verify the information you provide as it will be used in various print and electronic materials to advertise your event to the media and consumers. If you have not yet determined certain details, simply mark them "TBA" (To Be Announced) and let us know as soon as the information becomes available. You will be notified that your event listing is on The International Centre website. Please review the information and contact us within 48 business hours with any changes or updates. **TO ENSURE YOUR EVENT IS LISTED ON OUR WEBSITE, THIS FORM MUST BE RECEIVED BY OUR OFFICE NO LATER THAN 30 DAYS PRIOR TO THE START OF YOUR EVENT.**

EVENT DETAILS

A. EVENT NAME:

(Important: Please use official Show Name, ie. name being used in advertising or promotion)

B. TYPE OF EVENT (PLEASE CHECK ONE) Public Welcome Trade Only Both Other:

C. WEBSITE ADDRESS

D. DATES (OPEN TO TRADE AND/OR PUBLIC)

(Please DO NOT include move-in and move-out dates)

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HOURS OF OPERATION

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E. ENTRANCE(S) FOR ATTENDEES 1 2 3 4 5 5A 6 Conference Centre

F. HALL LOCATION(S) Hall 1 Hall 2 Hall 3 Hall 4 Hall 5 Hall 5A Hall 6 Conference Centre

G. ADMISSION/REGISTRATION FEE(S)

(Please specify ages where applicable)

Adult:
Senior:
Youth:

Children:
Family:
Trade:

Notes/Other: Not Applicable

H. COMPANY LOGO AND BRAND IMAGE

Please submit your company logo and brand image to the email address above. All **LOGO** files should be **350 pixels wide** by **220 pixels high** and all **BRAND IMAGE** files should be **1920 pixels wide** by **1080 pixels high**. Both files must be in RGB and JPEG formats.

Email completed form to sales@internationalcentre.com