

Fredericksburg Expo & Conference Center



EXHIBIT HALL SPACE REQUEST

PLEASE RETURN COMPLETED FORM TO SALES COORDINATOR.

TODAY'S DATE: _____

EVENT TITLE: _____

COMPANY NAME: _____

CONTACT: _____ PHONE #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

WEB ADDRESS: _____

DATE(S) REQUESTING:

1ST CHOICE: _____ 2ND CHOICE: _____

3RD CHOICE: _____ 4TH CHOICE: _____

MOVE-IN TIMES: _____ SHOW HOURS: _____

MOVE-OUT TIMES: _____ ESTIMATED ATTENDANCE: _____

SQ. FT. REQUIRED: _____ PUBLIC OR PRIVATE EVENT: _____

CATERING NEEDS OTHER THAN CONCESSIONS: _____

PLEASE PROVIDE A DESCRIPTION OF THE EVENT:

HOW DID YOU HEAR ABOUT THE FREDERICKSBURG EXPO & CONFERENCE CENTER?

2371 CARL D. SILVER PARKWAY | FREDERICKSBURG, VIRGINIA 22401
P: 540.548.5555 X100 | F: 540.548.0552 | LLIDDY@FEACC.COM
WWW.FREDERICKSBURGEXPOCENTER.COM

THIS FORM DOES NOT CONSTITUTE A CONTRACT FOR A DATE AND / OR SPACE RENTAL.