

# Realcomp II Ltd. 2012 'Tools of the Trade' Exhibitor Registration Form

Date: Thursday, March 22, 2012

[Ford Community & Performing Arts Center/The Michael Guido Theater](#)

15801 Michigan Avenue, Dearborn, MI 48126

Setup: 7:00 a.m. to 8:55 a.m. / Expo Hours: 9:00 a.m. to 4:00 p.m.

Submit Form to: [Marketing@Realcomp.com](mailto:Marketing@Realcomp.com) or Via Fax at (248) 553-4244

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_  
Business Description: \_\_\_\_\_

## Booth Request:

Realcomp will issue booth assignments as payments are received. Each booth includes one (1) 8' skirted table, two (2) chairs, and two (2) lunch tickets. If you need access to an electrical outlet, please indicate this need below. **Also, be sure to bring your own extension cord & power strip.** Lastly, if you plan to bring a booth/display that requires 10 feet of space, please indicate this need also.

Yes, I will need access to an electrical outlet.  Yes, my display requires 10 feet of space.  Yes, I am willing to donate a prize for the event drawings.

**Internet Access:** The Ford Community & Performing Arts Center provides free Wi-Fi access throughout the facility. You are welcome to use this access or your own that day.

**Booth Requests** (room diagram to be available soon) : \_\_\_\_\_ (1st choice), \_\_\_\_\_ (2nd choice), \_\_\_\_\_ (3rd choice)

**Competitors:** We prefer NOT to be near the following competitors (names of competitors or types of competitors):

\_\_\_\_\_

**Exhibit Representatives:** Realcomp will provide two (2) lunch tickets for your booth representatives. Additional lunch tickets are available for purchase at \$15.00 each. Your booth must be staffed by your company at all times during the expo hours.

Booth Rep. #1: \_\_\_\_\_ Booth Rep. #2: \_\_\_\_\_

Add'l Rep. #3: \_\_\_\_\_ Addt'l Rep. #4: \_\_\_\_\_

**Rules, Regulations, & Cancellation Policy:** We agree to abide by all rules, regulations, and restrictions as outlined by Realcomp II Ltd. We also acknowledge that all cancellations must be made in writing. A cancellation fee of \$250 will be applied towards any cancellation made through February 23. Cancellations made after this date will be non-refundable.

**Booth Cost:** \$375.00 - includes one 8 foot table, 2 chairs, 2 lunch tickets, and attendee list after the event.

**Total Booth Cost/Payment:** \$ \_\_\_\_\_ (booth cost, plus cost of additional lunch tickets)

**New Online Payment Option:** Upon receiving your registration paperwork, Realcomp will generate an email message to you that contains a link to our online payment system. You will be able to use this link to make payment to Realcomp online via debit or credit card and automatically print a receipt.

**You also have the option of mailing a check to Realcomp II Ltd.** at the following address: 28555 Orchard Lake Road, Suite 200, Farmington Hills, MI 48334 - Attention: Marketing.

For questions about Realcomp's 'REALTOR® Tools of the Trade' event, please call (866) 553-3003 and ask for the Marketing Department.