

**PYT 2019 Exhibitor Space Specifics**  
**Exhibit Area Equipment and Set-Up Requests**  
(Please type or print legibly)

\_\_\_\_\_  
(Display Name/Program Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Authorized Contact)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(E-mail)

- **Display Sign/Banner:** The Triennium is creating a standard set of Signs and Banners that will identify each of our Display Areas. Please let us know how your sign and banner should read:  
\_\_\_\_\_.

- **Display Space Needs:**

The exhibit hall display areas will not be the typical piping and draped “booths”. The space will be more open, flexible, and defined in ways that you are encouraged to help create. Begin by considering what might be accomplished with an area of 10’ by 10’ (100 square feet) that is the most common space allocation, and then build from there within reason. Let us know approximately how much more space could be used, keeping in mind that we anticipate 26-30 exhibitors and a book store. Our space designer will do her best to make maximum use of our space. Please be aware that you may need to adjust your plans to fit the available space.

Approximate size of space requested (Check One):

- Standard 10’ by 10’
- 10’ by 15’
- 15’ by 15’
- “Double-Wide” 10’ by 20’
- Other: \_\_\_’ by \_\_\_’

The Triennium (through your Registration and Fee) will provide the following:

- Skirted 6’ Tables – Please indicate how many will you need \_\_\_\_\_
- Chairs – Please indicate how many you will need \_\_\_\_\_
- Access to Electrical Outlet(s) – in some cases, extension cords may be needed to access the outlets, we strongly recommend that you bring extension cords and a power strip with you.

PLEASE NOTE: Wi-Fi is provided throughout the entire CROSSROADS area.

- **What are you bringing??** What additional “Set Up” items will you be bringing for your area? Please list the additional “Set Up” items that you will be providing. If you are shipping items, shipping instructions will be sent at a later date:  
\_\_\_\_\_  
\_\_\_\_\_

- 
- **Wall Space:** Purdue policy prohibits hanging anything from the walls in the Ballrooms. If you have easels or display stands that you normally use with your ministry display you will need to send or bring these items.

- **Audio-Visual Equipment and Needs:**

We are able, at an additional fee, to work with Purdue to provide certain audio-visual and technical equipment and support. A listing of that equipment and related services is found on page 3 of this document. Any fees incurred will be invoiced to you following the event.

- Phone connection (\$)
- Projection Screen (\$)
- Other (\$) \_\_\_\_\_
- Other (\$) \_\_\_\_\_

- **We can help!**

If you have an idea as to how your space might be set up, please feel free to share a sketch that shows the placement of tables, chairs, and other equipment in your space. We will make every attempt to place tables and chairs in your display space before you arrive so that your set up might be more efficient.

**To assure that you will have everything that need for your display, please complete and return this form to Beth Mueller NO LATER than April 26, 2019.**

**Return by email to:**

**QUESTIONS: Contact Beth Mueller - regarding display, display needs, etc.  
(email)**

<b>Callback Evening/Weekend (1<sup>st</sup> 3.5 hours)</b>	<b>Rate available upon request</b>
<b>Operator</b>	<b>Rate available upon request</b>
<b>Set/Remove</b>	<b>\$50.00</b>
<b>Data Projector</b>	<b>\$135.00 daily</b>
<b>Data Projector (one hour usage)</b>	<b>\$65.00hourly</b>
<b>PC (In Room Where Available)</b>	<b>\$25.00 daily</b>
<b>Laptop</b>	<b>\$75.00 daily</b>
<b>DVD/VCR Combo</b>	<b>\$20.00 daily</b>
<b>Screen (Small/Medium)</b>	<b>\$15.00aily</b>
<b>Screen (Large Ballrooms)</b>	<b>\$35.00 daily</b>
<b>DVD/VCR/TV</b>	<b>\$50.00 daily</b>
<b>TV Monitor</b>	<b>\$55.00 daily</b>
<b>CD Player</b>	<b>\$15.00 daily</b>