



# Stand Name Board Form

*Return to:* Email: [catalinabarreto@step-exhibitions.com](mailto:catalinabarreto@step-exhibitions.com)

**Complete and return this form no later than: 31 July 2020**

**Please complete in type or block capitals:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Stand No: \_\_\_\_\_

Signed: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Stand Number to appear on the Stand Name Board: \_\_\_\_\_

Name to appear on Name Board (one letter per box)

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Notes

1. Exhibitors should make sure that the details submitted on this form correspond with those submitted for the Exhibition Catalogue.
2. If your name board details are not received by the deadline date the company name detailed on your contract will be used.
3. A charge will be made for any on-site name board alterations

**PLEASE KEEP A COPY FOR YOUR RECORDS**