PMA2010
THE ULTIMATE EVENT FOR EVERYTHING PHOTO

Firm Name _____ Space No(s). _____

Email _____ Authorized Signature _____

Tel _____ Print Name _____

Fax _____ Date _____

Technology Suite Appointment Scheduling Questionnaire

Return to: Trade Exhibit Services Department, PMA, 3000 Picture Place, Jackson, MI 49201 USA • Fax: 517-788-8371

As a service to the Technology Suites exhibitors, PMA requests that you fill out the following form in order to go over scheduling needs and procedures.

What to expect from your Technology Suite

- The receptionist will request business cards from clients with or without scheduled appointments.
- Please provide a schedule of appointments at least a week before the show or, alternatively, at the show site.
- A few weeks prior to the PMA 2010 Anaheim show opening, the receptionist will contact each suite holder for a personal introduction and will go over any questions you might have.

Questions to be filled out and faxed to PMA at 517-788-8371 by *Monday, January 25, 2010*

- Who is your main company contact? _____
- Do you mind being interrupted during meetings to meet with drop-in clients? If yes, how would you prefer that they be handled?

  _____

  _____
- Do you wish to have scheduled clients sent directly back to your suite or would a courtesy call be appreciated?

  _____
- Will you be scheduling your own appointments?

  _____
- Would you like us to keep your appointments confidential?

  _____
- Any special needs that we should be aware of (wheelchair, special catering needs, AV equipment, etc.)?

  _____
- When do you plan to arrive on-site to set up?

  _____

Comments: _____

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