



ANIME EXPO.2022

Anime Expo

Los Angeles Convention Center | Los Angeles, CA

July 1-4, 2022

# FURNITURE REQUEST FORM

C116950722

**FURNITURE REQUEST DEADLINE: FRIDAY, JUNE 10, 2022**

## Furniture Requests Form for booths over 400 sq ft

Booths over 400 sq ft and over must complete and return the Furniture Request form no later than Friday, June 10th in order to receive the complimentary furnishings. Forms and requests received after this deadline will be billed to the exhibitor at the published rates. Furnishings requested on this form that are above and beyond the complimentary booth package will be billed at the published kit rates.

No substitutions or trade outs are permitted.

Please enter the amount of furniture you need in your booth and **return to the form to orders@shepardes.com**. You may also order your complimentary furnishings under "Complimentary Furnishings" online.

## Booth Size:

## Booth Package 400 sq ft and larger

\*\* No substitutions will be accepted.

- 8' high backwall drape, 3' high sidewall drape
- 7"x44" cardstock identification sign
- (4) 8' (l) x 24" (w) x 30" (h) Skirted Table - Red 5005001
- (8) Upholstered Side Chairs 50020
- (4) Wastebasket 50091

## Additional Items

CODE	DESCRIPTION	QTY
5005501	8' (l) x 24" (w) x 30" (h) Skirted Table - Red	
53020	Side chair	
50589	Wastebasket	

## OPT OUT

If you do not want the complimentary booth package, please check the box below and submit the form to orders@shepardes.com OR you may Opt Out online under the Furnishings tab. If you decide on site that you need furniture, you will need to order and pay for the items you need.

<input type="checkbox"/>	I DO NOT WANT COMPLIMENTARY FURNISHINGS (50445)
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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [customerservice@shepardes.com](mailto:customerservice@shepardes.com)