

Whatever It Takes.



## Event Planning Guide

1-800-787-1800      www.northstarexpress.com

### General Information

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Ph#: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Sponsoring Org: \_\_\_\_\_ Web Site: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Ph#: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Event Requirements

	<i>yes</i>	<i>no</i>	<i>Date ordered</i>	<i>Confirmed by</i>
Hotel				
Exhibit				
Literature				
Giveaways				
Clothing				
Shipping				
AV				
Computers				
Graphics				
Staff				
Transportation				
Entertaining				

Notes: \_\_\_\_\_





\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Event Planning Guide

### Hotel Information

Name:					
Address:					
Phone:		Fax:		Web Site:	
Main contact:				Email:	
	Ph#:		Ext.:	Fax:	
	Cell:			Home:	
Types of Rooms:	Sleeping 	Suites 	Meeting 	Dining 	Other:
# of Rooms Required:		Start date:		End date:	
Notes:					

### Exhibit Requirements

	<i>yes</i>	<i>no</i>	<i>vendor</i>	<i>date ordered</i>	<i>confirmed by</i>
New Design					
Graphics					
Lighting					
I & D					
Carpet					
Padding					
Electric					
Telecomm					
Computers					
AV					
Photography					
Staff					
Shipping					
Cleaning					
Floral					
Wastebasket					
Security					
Giveaways					
Clothing					
Training					
Product					
Literature					
Tables					
Chairs					
Signage					
Notes:					

## Event Planning Guide

### Expo/Trade Show Information

Conference Dates: \_\_\_\_\_ Expo Dates: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Conference Web Site: \_\_\_\_\_  
 Username: \_\_\_\_\_ Password: \_\_\_\_\_  
 (Show Decorator) General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Show Management: Contact name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Target Move-in yes no Date: \_\_\_\_\_ Time: \_\_\_\_\_

<i>Move-in</i>	<i>Date</i>	<i>Time</i>	<i>Move-out</i>	<i>Date</i>	<i>Time</i>
Trucks must check in by:			Trucks must check in by:		

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Booth #

\_\_\_\_\_

### *Inbound Shipping Information*

<p><u>Advance Warehouse</u> <i>company name</i> _____</p> <p><i>booth #</i> _____</p> <p><i>event name</i> _____</p> <p><i>c/o decorator</i> _____</p> <p><i>facility name</i> _____</p> <p><i>street</i> _____</p> <p><i>city, state zip</i> _____</p>	<p><u>Show Site</u> <i>company name</i> _____</p> <p><i>booth #</i> _____</p> <p><i>event name</i> _____</p> <p><i>c/o decorator</i> _____</p> <p><i>facility name</i> _____</p> <p><i>street</i> _____</p> <p><i>city, state zip</i> _____</p>
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Must arrive by: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 : \_\_\_\_\_  
 Contact: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Ph#/cell: \_\_\_\_\_ Ph#/cell: \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## Event Planning Guide

### Literature

<i>Type &amp; quantity</i>	<i>Vendor</i>	<i>Date ordered</i>	<i>Must arrive by:</i>	<i>Tracking #</i>

### **Literature Shipping Information**

Pick-up from:    *Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_  
 Location: *company name booth #* \_\_\_\_\_  
               *event name* \_\_\_\_\_  
               *c/o decorator* \_\_\_\_\_  
               *facility name* \_\_\_\_\_  
               *street* \_\_\_\_\_  
               *city, state zip* \_\_\_\_\_

*For multiple pick-up locations, the **pick-up from** section should be completed for each pick-up*

Deliver to:    *Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_ *Is this a trade show?*    *yes*    *no*  
                   *company name booth #* \_\_\_\_\_  
                   *event name* \_\_\_\_\_  
                   *c/o decorator* \_\_\_\_\_  
                   *facility name* \_\_\_\_\_  
                   *street* \_\_\_\_\_  
                   *city, state zip* \_\_\_\_\_

Delivery contact:    *Contact name:* \_\_\_\_\_ *Phone/cell #:* \_\_\_\_\_

*For multiple deliver locations, the **Deliver to** section should be completed for each delivery*

### Giveaways

<i>Type &amp; quantity</i>	<i>Vendor</i>	<i>Date ordered</i>	<i>Must arrive by:</i>	<i>Tracking #</i>
<i>Notes:</i>				

### **Giveaway Shipping Information**

Pick-up from:    *Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_  
 Location: *company name booth #* \_\_\_\_\_  
               *event name* \_\_\_\_\_  
               *c/o decorator* \_\_\_\_\_  
               *facility name* \_\_\_\_\_  
               *street* \_\_\_\_\_  
               *city, state zip* \_\_\_\_\_