

## EXHIBITOR GUEST PASS REQUEST FORM

Exhibitors, use this form to purchase tradeshow passes for non-affiliated (i.e., not a member of ASID, IFMA, or IIDA) designers, facility managers, and other special guests (NOT Exhibitor Staff) during METROCON08 Expo & Conference on August 14 & 15, 2008 at Dallas Market Hall.

Members of the three sponsoring associations may register themselves for the keynote and two-day tradeshow online for FREE at the METROCON website [www.metrocon.info], so you do not need to provide those people with a pass.

If your guests desire to take any amount of continuing education, however, then you must instead register them online before 6pm on August 1st on the REGISTRATION page of www.metrocon.info. Use *their* name, company name, title, and complete contact information, and *your* company credit card information. The confirmation will be sent via email directly to them, but you will be charged the \$35- (members) or \$100-fee (non-members) per guest. If they report that they did not receive it, then they can retrieve it by following directions on the REGISTRATION page of www.metrocon.info.

For further information about this form, please contact:

**Carrie Carmichael, Allied Member ASID**

METROCON08 Committee Registration Chair | 512.587.1073 | carriecarmichael@hotmail.com



### INSTRUCTIONS

1. Legibly PRINT or TYPE *all* information requested below.
2. If you live in the DFW area, we ask that you hand-deliver this form to the following address (between 9am - 4pm) and pick up your purchased guest passes by 4pm on Fri, Aug 8th. If you are not in the DFW area, then mail, fax or email this completed form, and your guest passes will be available to you at the Exhibitor Registration Desk during move-in on Wed, Aug 13th.  
**Pat Gallagher, METROCON08 Bookkeeper**  
c/o ASID Texas Chapter Office | 1444 Oak Lawn Ave #501 | Dallas, TX 75207  
214.748.1541 p | 214.651.9309 f | txasid@airmail.net
3. Distribute your guest passes. Instruct recipients to legibly fill out the information on the back of the pass and turn in on-site at the Registration Desk (located inside the Attendee Entrance at Dallas Market Hall) between 7:30a - 7:00p on Thu, Aug 14th or 7:30a - 2:30p on Fri, Aug 15th to receive a personalized badge good for entry onto the tradeshow floor for both days.

Booth Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

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

Total No. of Passes: \_\_\_\_\_ x \$25 = \$ \_\_\_\_\_ (to be charged / check amount)

Payment method (circle one):    Credit Card    Check    Check # (if applicable) \_\_\_\_\_

CC type (circle one):    Visa    MasterCard    CC No. \_\_\_\_\_

Exp. Date [MM/YY]: \_\_\_\_\_ Security No. [on back of CC]: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

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

Billing City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS FORM MUST BE RECEIVED BY 4:00PM FRIDAY, AUGUST 8, 2008**