

[Insert Company Name and/or Logo]

Form	
Title:	Payment for Booth Space
Purpose:	Use this form to request approval for payment of booth space to advertise or promote products.
Effective Date:	[Enter date]

Request form	
Name of requestor:	
Name of the event:	
Name of the organizer:	
Date of the event:	
Location of the event:	
Number of m ² of the space:	
Total price for the space:	
Services included in the price:	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide the list of included services:
Estimated number of attendees:	
Product(s) featured at the booth:	
Additional information (if any):	
Approval process	
<ul style="list-style-type: none">• Please send this form completed to [enter applicable role].• Approval will be based, notably, on the cost per m², importance of the event (local, regional, international event)• Prior approval is required for any booth above [enter cost in local currency].	
Additional documentation	
<ul style="list-style-type: none">• Include the official documents from the event organizer that specify booth costs, estimated number of attendees, and event program/agenda.	
Certification	
I confirm that the information provided is true and complete to the best of my knowledge after reasonable investigation.	
Signature:	Date: