

# TABLE & CHAIR REQUEST FORM

**DEADLINE**  
**February 1, 2023**

**Any Exhibitor with 4 or more booths must request in writing to show management the quantity of tables and chairs that will be required with in your allotment. If you have 4 or more booths and do not send in your request you will forfeit your package and are responsible for all costs onsite.**

***Special Note:***

If you are contracted for a **raw space booth you will not receive any furnishings**. Refer to your exhibitor contract for more information

**If you have less than 4 booths you do not need to submit this form.**

**IBS NY Booth Package**

1 8ft black draped table & 2 side chairs per 100 sq. ft

**IECSC NY Booth Package**

1 8ft white draped table & 2 side chairs per 100 sq. ft

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

# of Tables Required: \_\_\_\_\_

# of Chairs Required: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Fax this form along with a detailed floor plan to 917-591-8316 or email requests to [jbain@cwmet.com](mailto:jbain@cwmet.com)**