

# TABLE & CHAIR REQUEST FORM

**DEADLINE**  
**February 2, 2024**

**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: \_\_\_\_\_

**Email this form along with a detailed floor plan to [ssauter@questex.com](mailto:ssauter@questex.com)**