



# LOUISIANA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

*DEDICATED TO ASSISTING STUDENTS*

## LASFAA EVENT EXHIBITOR SETUP FORM

Please complete an Exhibitor Setup form for each event where your company wishes to exhibit. The form must be completed at least 2 weeks before the event. Submit setup changes to the Exhibitor Liaison as soon as possible.

Please type your organization's name as you wish it to appear on the identification sign and in the conference program.

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Staff working at the exhibit table: \_\_\_\_\_

Please select an event:

- Spring 2008 Conference
- Fall 2008 Conference
- Other: \_\_\_\_\_

Number of tables needed: \_\_\_\_\_

Please indicate other items needed for your exhibit booth. Additional fees may be assessed by the event site for use of these options:

- Table cover
- Electrical Outlet
- Internet Connection
- Other \_\_\_\_\_