



**E-vents Registration, LLC**  
**40 C Tillman Street**  
**Westwood, NJ USA 07675**  
**201.722.9220, ext 302**  
**201.722.9221 fax**

Thank you for your interest ***E-vents Registration!***

E-vents Registration is one of the leading registration and technology service providers with over 50 clients, handling approximately 120 events per year. More information can be found at [www.e-ventsreg.com](http://www.e-ventsreg.com).

In order to provide a comprehensive proposal for your event please provide the following information:

**GENERAL INFORMATION**

Contact Name \_\_\_\_\_  
 Company or Association \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_ Web site \_\_\_\_\_

Name of Event \_\_\_\_\_  
 Registration Move-In \_\_\_\_\_ Registration Move-Out \_\_\_\_\_  
 Event Dates \_\_\_\_\_ Location/Venue \_\_\_\_\_

- Is your event a:
- tradeshow/exposition
  - consumer event
  - party/special event
  - conference/meeting

What is the anticipated attendance at the event? (Please breakdown in the following format if possible)

	<b>Pre-Reg</b>	<b>On-Site Reg</b>	<b>TOTAL</b>
<b>Category of Registrant</b>			
<b>TOTAL</b>			

**WEB REGISTRATION REQUIREMENTS**

Will web registration be offered? Y \_\_\_\_\_ N \_\_\_\_\_

- Will E-vents Registration be utilized for the design of web registration?
- Yes
  - No, we will not offer Internet registration
  - No, another company will provide an E-vents approved, compatible file

Do you want to qualify/approve registrants online? Y \_\_\_\_\_ N \_\_\_\_\_

Do you want to cross-reference a membership database? Y \_\_\_\_\_ N \_\_\_\_\_

Will you require online registration to remain open throughout the event? Y\_\_\_\_\_N\_\_\_\_\_

Do you want to process credit cards...Real time\_\_\_\_\_ or Offline\_\_\_\_\_

If Real time, do you already have a third party processor Y\_\_\_\_\_N\_\_\_\_\_

If Yes, which company? \_\_\_\_\_

### **PRE-REGISTRATION REQUIRMENTS**

Where will registrants send their forms?

- Directly to client
- Directly to E-vents Registration
- Other \_\_\_\_\_

Will E-vents provide a call center?

- Yes From when to when? \_\_\_\_\_
- No

Do you have space-limited events that E-vents Registration will be required to track?

- Yes
  - Do any sessions or events require monitoring by ticket? \_\_\_\_\_
  - Do you track exhibitor booth personnel limitations? \_\_\_\_\_
- No

Will E-vents Registration be responsible for receiving, processing and balancing registration fees? (please circle)

- |                              |                              |
|------------------------------|------------------------------|
| During Pre-Registration?     | During On-Site Registration? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No  | <input type="checkbox"/> No  |

How will badges/credentials be distributed to advanced registrants?

- Mailed to individuals before the event
- Collated in packets and held for on-site pick up
- Held in system and printed at will call on-site

### **ON-SITE REGISTRATION REQUIREMENTS**

Depending on the size of your event, would you be interested in E-vents To Go? (a non-networked, preloaded system, you run independently)

- Yes
- No
- Would like more information

Where is registration located? (Please attach layout) \_\_\_\_\_

Will there be more than one general registration area?

- No
- Yes, How many areas within one venue? \_\_\_\_\_
- Yes, How many remote/satellite sites? \_\_\_\_\_

Please attach a logo or specify how many colors are in the logo you want to use on the badge \_\_\_\_\_

Indicate which of the following supplies will be required:

Badge Holders                  Clip                  Notch                  Pin                  Custom Pouch

Ribbons                          List types requested, i.e. "Speaker", "Staff", "Press", "Ask Me", "Sponsor"

Temporary Work Passes for Exhibitor/EAC setup & teardown

Lanyards                      Imprinted                      Elastic cord                      Clip

***Lead Retrieval & Technology Services***

Are you interested in providing lead retrieval services for exhibitors? Y\_\_\_\_N\_\_\_\_

If yes what is your preferred type?

- 2d barcode (Paper Badges)
- Magnetic stripe (Plastic Badges)
- RFID

Number of Exhibiting Companies (not booths)? \_\_\_\_\_

What was the estimated number of lead retrieval units rented last year? \_\_\_\_\_

Are you interested in providing any of the following technology for your event?

(Check all that apply)

- Conference Satisfaction Survey System
- Housing & Travel Services
- Product/Exhibitor Locator
- CEU Certification Kiosk
- Cyber Café with Intranet Messaging
- Self Registration
- Photo Badging
- HTML email marketing
- SpotMe
- Matchmaking
- Eviter
- RSVP Invitation System
- Website Development
- Exhibitor Management System
- Online Show Daily
- Ticketing and Seating Chart Selection
- Online Floorplan
- Virtual Tradeshow

***ADDITIONAL REQUIREMENTS***

Please utilize the space below to tell us about any special requirements or services you may require.

---

---

---

---

---

---

---

---

---

---

Should you have any questions regarding the Request for Proposal, please feel free to contact Vanessa Gollaher, Director of Sales & Operations at [vgollaher@e-ventsreg.com](mailto:vgollaher@e-ventsreg.com) or via cell phone, 480-236-0400.