

# APICS Retractable Exhibit Reservation Form

The \_\_\_\_\_ Chapter/District of APICS would like to request the APICS Retractable Exhibit. We understand that only active chapter/district officers can request a retractable exhibit (requests can be mailed, faxed, or e-mailed).

**Also send us copies of the following promotional materials for our event.**

| Item   | Stock # | Quantity |
|--|---------|----------|
| Professional Membership Brochure and Application | 82034   | _____    |
| Student Membership Brochure and Application      | 82025   | _____    |
| Enterprise Membership Application                | 82002   | _____    |
| Other _____                                      | _____   | _____    |
| Other _____                                      | _____   | _____    |
| Other _____                                      | _____   | _____    |

### General Information

Today's Date: \_\_\_\_\_ Chapter Billing #: \_\_\_\_\_ Date Exhibit Needed: \_\_\_\_\_  
 Requestor's Name: \_\_\_\_\_ APICS ID: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Event Date: \_\_\_\_\_  
 Event Title or Purpose: \_\_\_\_\_  
 Event Location: \_\_\_\_\_ Anticipated Return Date: \_\_\_\_\_

### Shipping Information

Contact Name: \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_  
 Shipping Address: (no PO Box) \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

**NOTE: THIS EXHIBIT DOES NOT REQUIRE ELECTRIC. Chapters and districts are responsible for the cost of shipping exhibits from their events and will be charged for any excessive damage or missing parts. The average cost for normal 3-day shipping on the exhibit is \$50. A late fee of \$20 per day will be billed to the chapter if the exhibit is not returned within 3 days of event. These charges will be billed directly to the requesting chapter's APICS account.**

### Return completed form to: Following the event, return the exhibit to:

Attn: APICS Chapter Relations  
 Fax: (773) 639-3007  
 E-mail: [chaprel@apics.org](mailto:chaprel@apics.org)  
 8403 West Bryn Mawr Avenue  
 Suite 1000  
 Chicago, IL 60631  
 Phone: (800) 444-2742 or (773) 867-1777

Please return the exhibit via 2-day or 3-day UPS or FedEx service within 3 days of event to  
**APICS**  
**9050 Junction Drive**  
**Annapolis Junction, MD 20701**

Phone # for shipment return only:  
**301-604-3305**

Note: To protect against damage or loss during shipping, insure the exhibit for at least \$800. Please email the return tracking number to APICS Chapter Relations at: [chaprel@apics.org](mailto:chaprel@apics.org).



# APICS Retractable Exhibit Descriptions

APICS provides chapters and districts with a multipurpose retractable exhibit to assist in recruiting and promotional efforts. The exhibit is an innovative and flexible display that is ideal for chapter and district meetings. The display is a one-sided retractable exhibit with a silver base and measures 33.5" x 77.75" (approximately 3' x 6.5'). The exhibit weighs 9lb and comes complete with carry bag making transporting it to your events easy. Setting up the exhibit is quick and simple. Simply take the tough cassette out of the padded case and pull out the graphic. Attach them to the pole and you are done. When you have finished simply let the graphic slide back into the spring loaded roller cassette.

## The exhibit should be used at

- Top management nights
- Member retention events
- Prospective member functions
- Local industrial tradeshow
- Local college career fairs
- Local college career/recruitment nights
- Local operations management and manufacturing related exhibitions.

Quantities are limited. **Please place your order to reserve an exhibit well in advance of your program date (approximately 15 days).**