

Calendar of Events Form

CALENDAR: Avoid conflicts with other scheduled activities - List your company's event here.

LISTING: **FREE!**

This information will keep Event Management, the media and others informed of all activities and events held in conjunction with this important industry exposition and assist in preventing scheduling conflicts.

Company Name: _____ Booth #: _____

We will hold the following function at PRINT 19:

Breakfast

Meeting

Luncheon

Hospitality Suite

Dinner

News Briefing

Reception

Other (please describe): _____

• **This function is:**

Open to Everyone

By Invitation Only

Open to the Media

• **The function will be held:**

Date: _____

Time: _____

Place: _____

• **For more information contact:**

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Country: _____

Phone: _____

Fax: _____

E-mail: _____

- We would like to use the **Press Briefing Room** for the above news briefing.
(Room is available on a first-come, first-served basis, for no more than a 1 hour time block.)

Please photocopy this form to submit more than one event.

Complete and return to:
(Please retain a copy for your files.)

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Return as soon as possible