



NAVTA State Visit/Booth Request Form

Contact Name: _____

Email Address: _____

Organization: _____

Shipping Address [for booth and/or convention issues]:

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

Check here if you would like us to ship NAVTA Journal Convention issues

Quantity needed _____

Check here if you would like a NAVTA Executive Board/Staff speaker*

Check here if you would like us to ship the NAVTA booth

You are responsible for set up, take down, and shipment back to the NAVTA office within five days after the meeting conclusion. We will pay the shipping charges and provide you with a shipping label.

***Speaking Engagement Information** - *To be completed only if you are requesting a speaker*

Date(s)/Time(s) needed: _____ Expected attendance: _____

Are you able to provide audio/visual equipment? Yes No

NAVTA requires a projector, screen and microphone for each presentation. If requested, we can provide you with the presentation ahead of time to be copied for distribution at the meeting.

Suggested Hotel: _____ Suggested Airport: _____

Is a rental car needed? Yes No

Please mail or fax your completed form to:

NAVTA
50 S. Pickett Street, Ste. 110
Alexandria, VA 22304
(703) 740-8737 phone
(202) 449-8560 fax
info@navta.net