



Place Your Order...

Meeting Information

Name of Group: _____

Room will be used for _____

Date(s) Needed (check all that apply - **INCLUDING MOVE-IN**):

Thursday, April 14 Friday, April 15 Saturday, April 16 Sunday, April 17

Time Room is Needed: _____ Number of People Attending: _____

Room Set

Theatre Classroom Boardroom Banquet U-Shape Other _____

I would like to reserve the following:

Meeting Room # Days	Rate
Three Days	<input type="checkbox"/> \$5,775
Two Days	<input type="checkbox"/> \$4,600
One Day	<input type="checkbox"/> \$3,500
Half Day	<input type="checkbox"/> \$2,300

*25% Premium Charge for Non-Exhibiting Companies.

On-Site Contact Name: _____ Contact cell #: _____

NOTE: This will be used for reserving the Room ONLY. A meeting room kit will be sent once meeting space is confirmed.

*Room rental includes tables and chairs, easel, ID sign. All other goods and services such as catering, audio/visual, electrical, microphone, etc. must be ordered and paid for by the exhibitor. Rooms are for meeting purposes only. No charge may be solicited for entry to meeting room space. Limited product displays are allowed with prior management approval. Management has the right to cancel this agreement for non-compliance of show rules, display regulations or exhibitor agreement.

PLEASE NOTE important information, read carefully:

- Meeting rooms are assigned based on availability and on a first-come, first-served basis. A room will be assigned to you based on the information you send on this form (dates, set-up, and number attending). Should your needs change, please contact us immediately, as we may need to make changes to your room assignment based on new information
- Multiple rooms may be needed to accommodate your set-up needs. This will affect your total price

TERMS: Payment is due in accordance with the payment schedule on page one of the Application & License Agreement For Exhibition Participation. Rates are net and non-commissionable. All reservations with signed "Meeting Room Request Form" & Insertion Orders are non-cancelable and non-refundable. In the event of cancellation, the advertiser is responsible for full payment. Management has the right to offer new products or positions throughout the show cycle that may not be listed on this form.

Sales Contact

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Name _____	company name _____
email address _____	Tel _____
authorized signature _____	date _____