



**2016 NFDA
International Convention & Expo
Philadelphia, PA
October 23-26
Affiliate/Exhibitor Meeting Space Request**

Dear Colleague,

The NFDA Meetings Department is ready to help you secure meeting space in Philadelphia.

If you require meeting space at the Pennsylvania Convention Center, Saturday, October 22 – Wednesday, October 26, 2016 use the attached Affiliate/Exhibitor Meeting Space Request Form. ***Meeting space is based upon NFDA approval and availability.***

Review the attached document, Policy: Affiliate & Exhibitor Functions Involving Convention Attendees for request guidelines. Space is assigned on a first come, first served basis by the Pennsylvania Convention Center. Contact Shari Foucault at NFDA with questions or submit the completed Meeting Space Request Form to sfoucault@nfda.org or fax 262-789-6977.

Limited meeting space is offered by NFDA on a complimentary basis for prescheduled meetings and events. When complimentary space runs out you may be offered space for a rental fee by the Pennsylvania Convention Center. You are responsible for all rental fees, room re-set fees, labor, audiovisual, catering, etc. charges related to your meeting.

Email confirmation will be sent to the contact noted on the Meeting Space Request Form within one week of receipt by NFDA. Your approved request will also be forwarded to the Pennsylvania Convention Center, at which time they will assign meeting space and contact you to begin planning your event and establish payment.

Thank you for your support and see you in Philly.

David Larsen
Director Convention, Meetings and Events
NFDA
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Enclosures