

Hotel Meeting Room Guidelines & Request Form

Mandalay Bay Convention Center • Conference: March 10-12 • Expo: March 11-12

DEADLINE: FEBRUARY 24, 2014

Qualifications for Request Approval

- Meeting Rooms and Hospitality Suites are reserved exclusively for our Exhibitors' use before and after show hours
- If you cancel your exhibit space, your Meeting Room and/or Hospitality Suite request will also be cancelled.
- All requests for Meeting Rooms must be pre-approved by Show Management using the following form. Show Management reviews requests and approves release of space. Show Management does not secure reservations or guarantee the availability of meeting rooms or hospitality suites. All requests are on a first-come, first-serve basis.
- Mail or fax the completed form to the address on the form. Upon approval, the exhibitor is responsible for reserving the meeting room, in addition to all other arrangements and costs.

Procedure for Securing Meeting Rooms

- Complete the following appropriate forms and submit to Show Management for consideration and approval.
- Upon notification of approval, exhibitors may contact hotel(s) to reserve Meeting Rooms. A list of hotels, phone numbers and contacts is included the following pages.
- The hotel will confirm your Meeting Room reservation.

Procedure for Securing Hotel Hospitality Suites

- All requests for Hospitality Suites must be submitted to Travel Planners. *Do not contact the hotel(s) to reserve hospitality suites – all hospitality suite requests must go through Travel Planners.* Travel Planners & Show Management will approve and confirm your Hospitality Suite reservation.

Contact Name: _____ Title: _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Hotel Choices: 1) _____ 2) _____
 3) _____ 4) _____

Suite Information:

Arrival Date: _____ Departure Date: _____

Accommodations for # of people: _____

One Bedroom Suite: ☐ Two Bedroom Suite: ☐ Sleeping Suite: ☐ Hospitality Suite: ☐

Function Space Information:

Day/Date of Function: _____ Start Time: _____ End Time: _____

Type of Function: Meeting ☐ Press Conference ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Reception ☐

Room Set-Up: Theater ☐ Classroom ☐ Conference ☐ U-Shape ☐ Rounds ☐ Other: ☐

Special Equipment: Podium ☐ Microphone ☐ Blackboard ☐ Screen ☐ Projector ☐ Other: ☐