



2018 Annual National Conference July 7-12, 2018

Application & Contract for Private Exhibitor Meeting Room

In order to reserve a Private Exhibitor Meeting Room, this application and contract must include full payment. Only confirmed 2018 exhibitors whose exhibit space is paid in full are eligible to rent a Private Exhibitor Meeting Room. Quantity and times are limited and rooms are assigned on a first come, first assigned basis. Once this application has been received and processed, you will receive your meeting room assignment and additional details.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

**Exhibiting
Company Name:** _____

I, an authorized representative of the above exhibiting company, hereby submit this application for a Private Exhibitor Meeting Room at the SNA 2018 Annual National Conference in Las Vegas, NV. The company listed on this application is a contracted exhibitor and agrees to comply with all the policies, rules, and regulations contained in the Exhibitor Service Kit.

Signature: _____ Date: _____

Private Exhibitor Meeting Room Cost & Inclusions

Rental fees are \$2,000 per day or \$500 per 2-hour slot. If more than 16 hours are reserved, a 10% discount will be applied to your total rental fee. Included in the cost of rental is: a 1300-sq. ft. meeting room with a locking door; company sign outside room; 8 large round tables to accommodate up to 80 people; wastebasket; and an assigned volunteer at a table outside the room to ensure your company's exclusive use during your rental period. **Payment in full must accompany this application.**

It is the responsibility of the exhibitor to arrange and pay for additional items such as electrical, internet, A/V, food & beverage, and alternative room sets. Contact information for the approved vendors at the MBCC will be included in your rental confirmation.

Private Exhibitor Meeting Room Request

Full Day (8 hours) \$2,000**2-Hour Slot \$500**

Saturday, July 7th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm	Monday, July 9th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm	Wednesday, July 11th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm
Sunday, July 8th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm	Tuesday, July 10th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm	Thursday, July 12th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm

Total Number of Hours: _____ **Total Rental Fee (less 10% if applicable):** _____

Method of Payment

 Visa ☐ MC ☐ Amex ☐ Discover ☐

 Check made payable to SNA, attached ☐

Name on Card: _____

Card Number: _____ Exp: _____ Security Code: _____

Cardholder Signature: _____

Scan and email mbildhauer@schoolnutrition.org or mail to:

School Nutrition Association

Attn: Melony Bildhauer

120 Waterfront Street, Suite 120

National Harbor, MD 20745

Questions?

 Melony Bildhauer | mbildhauer@schoolnutrition.org | (301) 686-3127

SNA 2018 ANC EXHIBITOR PRIVATE MEETINGS

LAS VEGAS, NV – MANDALAY BAY CONVENTION CENTER

Saturday, July 7 to Thursday, July 12

Full-day or 2-hour time slots available

OVERVIEW

1. Information About Private Meeting Rooms

SNA is reserving several meeting rooms within the Mandalay Bay Convention Center to make them available to exhibitors who would prefer to hold more private meetings with potential clients and staff, have discussions in private, etc. Because there are a limited number of meeting rooms available, we will not place them on hold or pending status without a completed application and full payment. Meeting rooms will be assigned in order of receipt of fully paid and completed applications.

2. Meeting Room Set-Up

Meeting rooms are approximately 1,300 sq. ft. and will be set in rounds to accommodate up to 80 people. Alternative meeting room set-ups, especially for full day or more rentals, can be accommodated if requested in advance and an additional fee may be applied. Included in the price of the meeting room rental is:

- Exclusive use of space during rental period
- Room set in rounds for up to 80 people (unless custom set requested)
- (1) wastebasket
- Sign with company name placed in front of meeting room

Additional services and specialty furniture can be ordered in advance and those costs must be covered by the company renting the meeting room. For example, refreshments/lunch can be ordered, as well as AV, if needed.

3. Access

Meeting rooms are available for access during the time the Exhibitor has contracted. Meeting rooms are available for rent for a full day, or can be rented in 2-hour increments, starting on Saturday, July 7th to Thursday, July 12th. The 2-hour increments are as follows:

- 8:00am – 10:00am
- 10:30am – 12:30pm
- 1:00pm – 3:00pm
- 3:30pm – 5:30pm
- Full Day (8:00am – 5:00pm)

Rooms will be monitored by SNA member volunteers assigned to a table outside of these meeting rooms to ensure only companies that have paid for and reserved the space can utilize the rooms during their assigned times. Anyone accessing private exhibitor meeting rooms must be badged appropriately

4. Rental Fees

Fees for rental will be: \$2,000/day or \$500 per 2-hour slot. If more than 16 hours are reserved, a 10% discount will be applied to your total rental fee. As noted previously, any additional needs such as food & beverage, AV, and/or specialty furniture will be the responsibility of the company renting the meeting space.

5. Cancellations

All cancellation requests must be submitted by email.

Exhibitors who cancel after the space has been contracted will forfeit a portion of the total meeting room rental fee based on the following schedule:

- If notice of cancellation is received prior to June 1, a refund limited to 75% of the total will be issued.
- If notice of cancellation is received after June 1, no refund will be issued; 100% will be forfeited.

6. By Purchasing a Private Meeting Room, You Can...

- Conduct pre-arranged meetings in a convenient location for guests.
- Hold spontaneous meetings that, otherwise, wouldn't or couldn't occur.
- Collaborate with multiple interested parties in a private setting that reduces ambient noise and distractions.
- Stay close to all the action!

7. Submit Application/Questions

- Your organization must be a SNA Industry Member and an ANC18 Las Vegas Exhibitor.
- SNA must receive a complete application and payment for your organization to reserve a meeting room.

To apply, or if you have any questions, please contact SNA's Meetings Manager, Melony Bildhauer, at mbildhauer@schoolnutrition.org