

Convention Center Meeting Room Request Form

November 18 -21 | Exhibits: November 19-21
Las Vegas, NV | Las Vegas Convention Center

If you would like to arrange a meeting or plan a food function at the Las Vegas Convention Center (within the guidelines of the Association's policies), please provide the following information to ISSA, no later than **October 1, 2019**. There are a limited number of meeting rooms available. **There is a daily meeting room rental charge.**

Please note that meeting room space will not be released for any activity during the show hours. These hours include Tuesday, November 19 and Wednesday, November 20 from 10:00am - 5:00pm, and Thursday, November 21 from 10:00am - 2:00pm.

Your meeting room rental includes:

- Room set up, lectern, up to (3) risers, (1) wired microphone, up to (4) 8'ft tables.
- Note there is an additional charge for a dedicated electrical drop.
- Note tables are not skirted without the purchase of food & beverage.

Company: _____

Primary Contact: _____

Email: _____ Phone: _____

Meeting Date: _____ Start Time: _____ End Time: _____

Anticipated Attendance: _____

Room Set-Up (Check One):

- Banquet Classroom Conference/Boardroom Theater U-Shape

Staging

Up to (3) 4'X8' risers are included in Meeting Room Set Up

- Yes, I need Risers:
 16" height, qty: _____ 24" height, qty: _____ 32" height, qty: _____
- No, I do not need any Risers.

Additional Tables:

- Head Table for # _____
- Additional Tables needed:
 8' tables. Qty: _____ *a maximum (4) 8" tables. If you are having a head table, this is deducted from your (4) tables.*
 36" cocktail rounds. Qty: _____

Catering

I plan on ordering catering services Yes No
If yes, please contact Sandy Ly with Centerplate for Catering needs. (ph: 702-943-6785; email: sandy.ly@centerplate.com)

Audio Visual

Meeting Room rental includes (1) hardwired microphone. For wireless mic or any additional items. Contact the official A/V provider.

Complimentary wired Mic: Lectern Lavalier Standing Table Top microphone
I plan on ordering additional audio- visual services. Yes No