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# INSPIRING NEW WORLDS

**JUNE 14-16, 2016**  
**LOS ANGELES**  
**E3EXPO.COM**



## E3 Hotel Function Space Release Form

### I. CONTACT INFORMATION

Hotel: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip / Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone / Ext\*: \_\_\_\_\_ Email: \_\_\_\_\_

Client: \_\_\_\_\_

If above is a Third Party or Event Planning Company, please provide name and active website url of client.

### II. FUNCTION TYPE

FUNCTION TYPE	DATE(S)	ESTIMATED ATTENDANCE
<input type="checkbox"/> Meeting	_____	_____
<input type="checkbox"/> Reception	_____	_____
<input type="checkbox"/> Hospitality	_____	_____
<input type="checkbox"/> In a Meeting Room	<input type="checkbox"/> In a Suite	
<input type="checkbox"/> Breakfast	_____	_____
<input type="checkbox"/> Lunch	_____	_____
<input type="checkbox"/> Dinner	_____	_____

**Does the company require assignment of sleeping rooms?**

☐ YES

☐ NO

If yes, please detail: \_\_\_\_\_

### III. CONFIRMATION

E3 will approve the function space release with the hotel contact upon processing of the completed form.  
Send the completed Function Space Release Form to:



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