

E3 2016 – MEETING ROOM SERVICES

(Updated 8.11.15)

Exhibiting Company: _____

Dates of Use: _____

Meeting Room(s): _____

Requestor's Name: _____

Requestor's Cell #: _____

E-Mail: _____

ROOM KEYS

Re-cored locks are \$60.00 per meeting room (or section thereof) and include four (4) keys. Additional keys for re-cored rooms are \$10.00 per key. Lost keys are \$50.00 each.

Room	Recore Charge	# Keys (4) comp	Add'l Key Charge	Total Charge
	\$60.00			
	\$60.00			
	\$60.00			

Please note if multiple rooms are to be on the same re-core.

***Re-cored rooms are not accessible by any other party. Please schedule room services (i.e. cleaning and catering) at times when the room is open/accessible.

HVAC SERVICE

Use of the meeting rooms includes conditioning (air or heat) of the space during open show days at no charge. Manufacturers/exhibiting company may request to have air conditioning or heating provided in their space during non-show hours at fee of \$40.00/hour per section of a meeting room thereof.

Please list dates and hours outside of posted show days only:

Room	Date(s)	Hours	Air / Heat	Total Charge

E3 2016 SHOW DAYS (COMPLIMENTARY HVAC)

Tuesday, June 14, 2016

Wednesday, June 15, 2016

Thursday, June 16, 2016

PAYMENT

Please return completed form along with the LACC credit card authorization form to eventservices@lacclink.com by **Friday, May 20, 2016**. Services are not confirmed until advance payment is received. Requests received after this date may be subject to a service fee.

Keys may be picked up/dropped off at the LACC Exhibitor Services Desk located in South Hall K Lobby and West Hall B Lobby.

For questions/information please contact LACC Event Services Department at 213.765.4444.