

# IT ALL STARTS HERE

JUNE 13-15, 2017 | 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:



Madeline Kruzel  
T: 213-596-0379  
mkruzel@irl-events.com