E3 2020
MEETING ROOM SERVICES

Exhibitor

Dates of Use

Requestor's Name

Email

ROOM KEYS

Re-cored locks are $75.00 per section, per meeting and include four (4) keys. Additional keys for re-cored rooms are $15.00 per key. Lost keys are $100.00 each.

Room #	Comp Keys (4 max)	Add Keys ($15.00 each)	Cost ($75.00/section/ meeting room + keys)
TOTAL:			

Special Requests *(ie. Multiple rooms on same recore, cleaning instructions, etc)*

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> **IMPORTANT NOTE:**
> 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.

MEETING ROOM LIGHTING

Encore Event Technologies is the exclusive provider for ALL meeting room house lighting. Please contact Encore directly at 213.765.4626 for specific lighting patterns.

HVAC SERVICE

> **E3 2020 SHOW DAYS**
> **COMPLIMENTARY HVAC PROVIDED**
>
> Tuesday June 9
> Wednesday, June 10
> Thursday, June 11

Use of the meeting rooms includes conditioning (air or heat) of the space during open show days at no charge. Exhibiting company may request to have air conditioning or heating provided in their space during non-show days at fee of $100.00/hour per section of a meeting room thereof.

Please list dates/time **OUTSIDE** of posted show hours only.

Room #	Date(s)	Hour(s)	Air or Heat	Cost ($100.00/hr/ section/room)
TOTAL:				

PAYMENT

Please return this form to eventservices@lacclink.com by **Friday, May 8, 2020**. Services are not confirmed until advance payment is received. Requests received after this date may be subject to a service fee. For questions, please contact LACC Event Services Department at 213.765.4656.

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

> **MEETING ROOM SERVICES ORDER & PAYMENT DUE:**
> **FRIDAY – MAY 8, 2020**