

# MEETING ROOM & HOSPITALITY FUNCTION SPACE RESERVATION

**<<< Reservation Deadline: Friday, 8 November 2024 >>>**

Exhibitors or partners of IAEE's Expo! Expo! 2024 should use this form to book special meeting or hospitality spaces at the Los Angeles Convention Center or the JW Marriott Los Angeles L.A. Live. The exhibitor will handle all event planning and expenses related to their reserved meeting room or hospitality space, such as room rental, catering, audio-visual, and security costs. Requests for space reservations will be accommodated to the best of our ability. Once the room/space assignment is confirmed, exhibitors will receive an email confirmation from IAEE with reservation details.

## EXHIBITOR INFORMATION:

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

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

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

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

PROPERTY		MEETING/FUNCTION DESCRIPTION			
<input type="checkbox"/> Convention Center <input type="checkbox"/> JW Marriott Los Angeles L.A. Live					
DETAILS	TYPE OF FUNCTION		ROOM SET-UP		
Date: _____ Start Time: _____ End Time: _____ # of People: _____	<input type="checkbox"/> Meeting <input type="checkbox"/> Breakfast <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner	<input type="checkbox"/> Cocktail Reception <input type="checkbox"/> Press Conference <input type="checkbox"/> Hospitality Suite <input type="checkbox"/> _____	<input type="checkbox"/> Theatre <input type="checkbox"/> Conference <input type="checkbox"/> U-Shaped <input type="checkbox"/> Round Tables	<input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> Head Table <input type="checkbox"/> _____	

**Note:** Meeting/Function/Venue space will NOT be released for any reason during the following event hours:

- Monday, 16 December.....8:00 A.M. – 10:00 P.M.
- Tuesday, 17 December.....8:15 A.M. – 6:00 P.M.
- Wednesday, 18 December.....8:30 A.M. – 7:30 P.M.
- Thursday, 19 December.....8:30 A.M. – 11:00 A.M.

By Signing below, exhibitor agrees to host their meeting or function in such a manner that does not conflict with any IAEE Annual Meeting events including but not limited to all Education Sessions, the Opening Reception, the General Session, Exhibit Hours, and Expo! Expo! 2025 Houston Launch Party.

Signature: \_\_\_\_\_

Forms should be emailed to Beverly Elliott, CEM: [belliot@iaee.com](mailto:belliot@iaee.com)