



## MEETING ROOM & HOSPITALITY FUNCTION SPACE RESERVATION

<<< **Reservation Deadline: 7 October 2017** >>>

Forms should be emailed to IAEE / Dana Murrell: [dmurrell@iaee.com](mailto:dmurrell@iaee.com) / 972-687-9206

This form should be used by any exhibitor or partner of IAEE's Expo! Expo! 2017 to reserve space at either the Henry B. Gonzalez Convention Center or the Headquarters hotel property in San Antonio. The exhibitor will be responsible for all related event planning and charges from the property related to their meeting room/hospitality function space including, but not limited to, room rental, catering, audio-visual and security. Every effort will be made to accommodate each request for space reservation. Exhibitor will receive an email confirmation from IAEE with reservation details once the room/space assignment has been secured.

### EXHIBITOR INFORMATION:

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

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

Sales Contact Name & Title: \_\_\_\_\_

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

PROPERTY		MEETING/FUNCTION DESCRIPTION	
<input type="checkbox"/> Convention Center <input type="checkbox"/> Marriott Rivercenter <input type="checkbox"/> _____			
DETAILS	TYPE OF FUNCTION	ROOM SET-UP	
<b>*Date:</b> _____ <b>*Start Time:</b> _____ <b>*End Time:</b> _____ <b># of People:</b> _____	<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 space will NOT be released for any reason during the following event hours:

Tuesday, 28 November ..... 1:00 p.m. – 11:00 p.m.

Wednesday, 29 November ..... 8:30 a.m. – 5:00 p.m.

..... 9:00 p.m. – 12:00 a.m. (Humanity Rocks, IAEE's charitable event)

Thursday, 30 November ..... 8:30 a.m. – 6:00 p.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 on Tuesday, the Opening General Session and Exhibit hours on Wednesday, Annual Luncheon and Closing Event on Thursday.

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

Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Location: \_\_\_\_\_

Room(s): \_\_\_\_\_

Confirmed: \_\_\_\_\_

Access: \_\_\_\_\_

Space Grid: \_\_\_\_\_