

# MEETING/FUNCTION SPACE RESERVATION

## PROCEDURE FOR REQUESTING RESERVED MEETING/FUNCTION SPACE

1. Complete this form and submit to Show Management for approval.
2. Show Management will determine availability and confirm room assignment by email.
3. For press events, contact Pat Monroe at [pmonroe@worldofasphalt.com](mailto:pmonroe@worldofasphalt.com) or +1 414-298-4123.
4. Reservations will not be processed until payment is received.

### Submit Completed Request Form to:

Event Services Department  
6737 W. Washington Street, Suite 2400  
Milwaukee, WI 53214-5647  
Email: [rkettlewell@aem.org](mailto:rkettlewell@aem.org); Fax: +1 414-272-2672; Phone: +1 414-298-4136

### CONTACT INFORMATION – Please type or print legibly.

Exhibitor/Affiliate Group Name

Contact Name

Phone

Email

### FUNCTION INFORMATION

Function Name

Number of Attendees

Day(s)/Date(s)

Start Time

End Time

**Function Type (Circle One):**

Internal/Sales Meeting

Reception

Meal Function

Other (Specify): \_\_\_\_\_

**Room Set (Circle One):**

Classroom

Theater

Banquet Rounds

Conference Style

Other (Specify): \_\_\_\_\_

**Audio Visual Requirements:** Order from PRG, see exhibitor services manual.

**Catering Requirements:** Order from Aramark, see exhibitor services manual.

**Internet/Phone Requirements:** Order from SmartCity, see exhibitor services manual.

### PAYMENT INFORMATION

**Total Fees \$** \_\_\_\_\_ **Payment Method\*:** preferred payment is by Check (Payable to World of Asphalt)

If paying by VISA, MC, AMEX either fax in credit card information or call (414) 298-4136 with information.

Credit Card Number

CSV

Expiration Date

Zip code of card

Signature

**\*Please Note: Reservation will not be processed until payment is received. There will be no refunds for functions cancelled after February 4, 2018.**