

MEETING ROOM & HOSPITALITY FUNCTION SPACE RESERVATION

Forms should be emailed to IAEE / Beverly Elliott: belliott@iaee.com / (972) 687-9206

<<< **Reservation Deadline: Friday, 10 November 2023** >>>

This form should be used by any exhibitor or partner of IAEE's Expo! Expo! 2023 to reserve special meeting or hospitality function space at Kay Bailey Hutchison Convention Center, or the headquarters hotel property, Omni Dallas. 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. Exhibitors 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"/> Omni Dallas Hotel | | | | | |
| DETAILS | | TYPE OF FUNCTION | | ROOM SET-UP | |
| *Date: _____ *Start Time: _____ *End Time: _____ # of People: _____ | | <input type="checkbox"/> Meeting <input type="checkbox"/> Cocktail Reception <input type="checkbox"/> Breakfast <input type="checkbox"/> Press Conference <input type="checkbox"/> Luncheon <input type="checkbox"/> Hospitality Suite <input type="checkbox"/> Dinner <input type="checkbox"/> _____ | | <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Conference <input type="checkbox"/> Hollow Square <input type="checkbox"/> U-Shaped <input type="checkbox"/> Head Table <input type="checkbox"/> Round Tables <input type="checkbox"/> _____ | |

***NOTE:** Meeting/Function/Venue space will NOT be released for any reason during the following event hours:
 Tuesday, 5 December.....9:00 a.m. – 6:45 p.m.
 Wednesday, 6 December8:30 a.m. – 7:00 p.m. and 9:00 p.m. – 12:00 a.m.
 Thursday, 7 December.....8:30 a.m. – 12:30 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, the General Session, Exhibit Hours, and the Closing Luncheon on Thursday.

Signature: _____