



TO: EXHIBITORS

FROM: DR. CHARLES OLENTINE
colentine@uspoultry.org

SUBJECT: INTERNATIONAL PRODUCTION & PROCESSING EXPO (IPPE)

INDUSTRY ASSOCIATED MEETING ROOM REQUEST FORM

Exhibitors may request and pay by credit card online for a meeting room at the Georgia World Congress Center during the 2015 International Production & Processing Expo to be held January 27-29. Go to www.ippexpo.org, select an Expo link, and under "Exhibitor Info" select Meeting Room Request. Or you may complete and return the attached form, along with your check made payable to U.S. Poultry & Egg Association. The cost of meeting rooms is \$300.00 per room, per event. **Payment must be received before a room can be assigned.**

Once your meeting room has been assigned, you will receive written confirmation and information regarding how to obtain food services, audio visual equipment, microphones, etc. You will be billed separately by the vendor providing these services.

GWCC will provide all microphones and will provide one complimentary microphone (podium, table or floor) for each meeting room. Additional microphones are available upon request for an additional charge. All other audio visual equipment should be ordered from our vendor, PRG, after you receive confirmation of your meeting room assignment.

Signs identifying your meeting must not be larger than 22" X 28". Maximum number of signs allowed is two. Signs are to be placed only at the entrance into your meeting room (on easels) and must be removed at the close of your meeting. Signs remaining in the room will be removed by our show service contractor, if necessary, and you will be invoiced for all charges. Please be aware that signs, banners and similar materials may not be nailed, stapled, hung, or attached to finished ceilings, walls or other painted surfaces. Failure to abide by this policy may result in possible cancellation of future meetings.

If you have any questions, contact:
Barbara Jenkins, U.S. Poultry & Egg Association
1530 Cooledge Road, Tucker, GA 30084
Phone 770.635.9050; Fax 770.493.9257
E-mail: bjenkins@uspoultry.org

INDUSTRY ASSOCIATED MEETING ROOM REQUEST



INTERNATIONAL PRODUCTION & PROCESSING EXPO

ATLANTA, GEORGIA - GEORGIA WORLD CONGRESS CENTER - JANUARY 26 - 30, 2015

ROOM COST: \$300 PER EVENT – MAKE CHECK PAYABLE TO U.S. POULTRY & EGG ASSOCIATION – ENCLOSE WITH FORM OR GO TO WWW.IPPExPO.ORG TO RESERVE A MEETING ROOM AND PAY BY CREDIT CARD ONLINE

Company Name / Meeting: _____

Purpose of Meeting: _____

Attendance #: _____ Food Service: Breakfast _____ Lunch _____ Reception _____ Beverages _____

Meeting Contact: _____

Business Telephone: _____ Fax #: _____

E-mail: _____ Web Site: _____

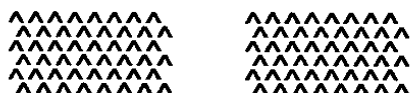
Address: _____

Meeting Day & Date: _____ Meeting Times: from _____ (am/pm) to _____ (am/pm)

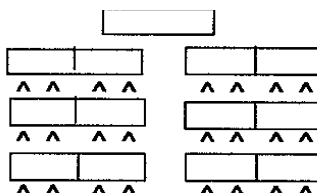
Rooms are available:
 Monday and Friday -- 7:00 a.m. - 6:00 p.m. (\$300 per room, per event)
 Tuesday -- 7:00 a.m. - 10:00 a.m.; 12 - 1:30 p.m.; and after 5:00 p.m. (\$300 per room, per event)
 Wednesday -- 7:00 a.m. - 9:00 a.m.; 12 - 1:30 p.m.; and after 5:00 p.m. (\$300 per room, per event)
 Thursday -- 7:00 - 9:00 a.m.; 12 - 1:30 p.m.; and after 3:00 p.m. (\$300 per room, per event)

SEATING PREFERENCE (Circle appropriate arrangement.)

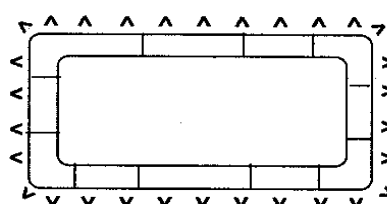
Theater – Diagram A



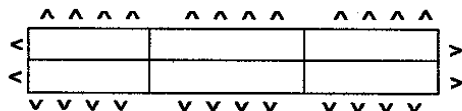
Classroom – Diagram B



Hollow Square – Diagram C



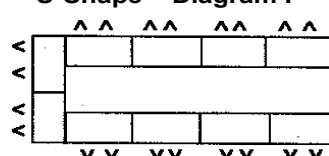
Conference – Diagram D



Roundtables – Diagram E



U-Shape – Diagram F



Head table _____ (Yes or No) Number at Head Table _____ Podium _____ (Yes or No) Table _____ Standing _____

Microphone: podium _____ table _____ floor _____ wired lavalier _____ wireless lavalier _____ Stage _____ (Yes or No)

All audio visual needs (including microphones should be ordered through our preferred AV provider, PRG.

Changes in room set-up must be made with USPOULTRY.

There may be an additional charge for changes made on site.

Signs located outside meeting room must be no larger than 22" X 28" and placed on easels.

NO REFUNDS FOR MEETING ROOMS CANCELED AFTER JANUARY 5, 2015

USPOULTRY USE ONLY

Approved _____

Received _____

Room Assigned _____

Comments _____

Return Form To:

Barbara Jenkins, U.S. Poultry & Egg Association, 1530 Cooledge Rd., Tucker, GA 30084
 Phone: 770.635.9050; Fax: 770.493.9257; Email: bjenkins@uspoultry.org; www.ippexpo.org