



Convention Center Meeting Room Request Form

November 4-7 • Exhibits: November 5-7
Orlando, FL • Orange County Convention Center

If you would like to arrange a business meeting or plan a food function at the Orange County Convention Center, (within the guidelines of the Association's policies), please provide the following information to the ISSA Convention Department no later than **August 1, 2014**. There are a limited number of meeting rooms available at the Orange County Convention Center, and there are daily meeting room rental fees.

Please note that meeting room space will not be released for any activity during the show hours:

Wednesday, November 5 – 9:00 a.m.-5:00 p.m. | Thursday, November 6 – 9:00 a.m.-5:00 p.m. | Friday, November 7 – 9:00 a.m.-1:00 p.m.

MEETING ROOM DETAILS:

Number of people: _____

Date: _____ Start Time: _____ End Time: _____

Company: _____

Contact Name: _____

Street Address: _____

City/State/Zip/Country: _____

Phone/Fax: _____

Email: _____

Any audio/visual equipment, electrical or catering requirements can be ordered through the Official ISSA Vendors.

Your meeting room rental includes:

- Room set up (select below)
- Head table
- 1 standing lectern
(table top available upon request)
- 1 wired microphone
- Water cooler & bottled water
for head table
- Staging (select below)
- Additional skirted tables for materials
(select below)

For a dedicated electrical drop, there is an additional charge.

ROOM SET UP:

- ☐ Banquet
- ☐ Classroom
- ☐ Conference
- ☐ Hollow Square
- ☐ Theatre
- ☐ U-shape
- ☐ Other _____

ADDITIONAL TABLES:

- ☐ Head Table for _____
Table Quantity: _____
- 18" x 8': _____
- 30" x 8': _____
- 60" Rounds: _____
- 72" Rounds: _____
- ☐ I do not want any additional tables

STAGING:

- 3 4'x8' risers including stairs are included
- 18" height _____
- 24" height _____
- 30" height _____
- ☐ I do not want any risers

MICROPHONE:

One wired-microphone will be provided with your room set. Any additional microphone needs will need to be ordered through the official A/V provider, PRG.

Will you be ordering audio/visual equipment from PRG?

- ☐ Yes
- ☐ No

Your PRG contact is: Becky Gross
Email: rgross@prg.com
Phone: 404-214-4886

Will you be ordering food/beverage from Centerplate?

- ☐ Yes
- ☐ No

Your Centerplate contact is:
Gina Johnson
E-mail: gina.johnson@centerplate.com
Phone: 407-685-5866