



Private Exhibitor Meeting Room Application

Return forms by Tuesday, May 31, 2022, to Sara Kilkenny at skilkenny@schoolnutrition.org or fax to 703-824-3015

Event Name/Title/Description (*Please attach agenda*): _____

Planning Company: _____ Planning on behalf of: _____

Supporter Contact Name: _____ Supporter Contact phone: _____

Planner Contact Name: _____ Title: _____

Planner Email: _____ Planner Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Type of Group: ☐ Corporate/Industry ☐ Government ☐ Other: _____

Meeting Name: _____

Type of Event:

- | | |
|---|--|
| <input type="checkbox"/> Board or Committee Meeting | <input type="checkbox"/> Hospitality Suite (<i>Hotel Suite, not meeting space</i>) |
| <input type="checkbox"/> Social Event/Reception | <input type="checkbox"/> Focus Group |
| <input type="checkbox"/> Office | <input type="checkbox"/> Staff Meeting (Internal Meeting) |

Preferred Location: ☐ Orange County Convention Center ☐ Offsite: _____

Date: ☐ Sat 7.9.22 ☐ Sun 7.10.22 ☐ Mon 7.11.22 ☐ Tues 7.12.22 ☐ Wed 7.13.22

Rental Fees:

Fees for rental will be: \$2,000/day or \$500 per 2-hour slot. If more than 16 hours are reserved, a 10% discount will be applied to your total rental fee. As noted previously, any additional needs such as food & beverage, AV, and/or specialty furniture will be the responsibility of the company renting the meeting space.

Saturday, July 9	Sunday, July 10	Monday, July 11
<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day
<input type="checkbox"/> 8:00am-10:00am	<input type="checkbox"/> 8:00am-10:00am	<input type="checkbox"/> 8:00am-10:00am
<input type="checkbox"/> 10:30am-12:30pm	<input type="checkbox"/> 10:30am-12:30pm	<input type="checkbox"/> 10:30am-12:30pm
<input type="checkbox"/> 1:00pm-3:00pm	<input type="checkbox"/> 1:00pm-3:00pm	<input type="checkbox"/> 1:00pm-3:00pm
<input type="checkbox"/> 3:30pm-5:30pm	<input type="checkbox"/> 3:30pm-5:30pm	<input type="checkbox"/> 3:30pm-5:30pm

Tuesday, July 12 <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm	Wednesday, July 12 <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm	Total number of Hours: _____ Total Rental Fee: _____
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Expected Number of Attendees: _____

Audiovisual Required: ☐ YES ☐ NO **Comments:** _____

Food and Beverage Require ☐ YES ☐ NO **Comments:** _____

Set up Style:

<input type="checkbox"/> Classroom	<input type="checkbox"/> Conference	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> U-Shape
<input type="checkbox"/> Reception	<input type="checkbox"/> Rounds	<input type="checkbox"/> Theater	<input type="checkbox"/> Other _____

Space Assignment Information:

Space will be assigned based upon availability on a first-come, first served basis, and on date application is received. Space assignments will be confirmed via email by SNA. Once space is assigned and you receive your confirmation, you can contact the meeting facility to make further arrangements. Menus will be provided by the facility. A food and beverage minimum and room rental may apply.

OnServices is the official audiovisual company for the 2022 ANC and their services are available for your affiliate event. All arrangements for audiovisual equipment and support, including billing, must be made directly with OnServices, and not through SNA.

Payment Method:

☐ American Express
 ☐ Discover
 ☐ MasterCard
 ☐ Visa Check
☐ (make checks payable to SNA—P.O. Box 719297, Philadelphia, PA 19171-9297)

Billing Address/City/State/Zip (Enter the address as it appears on the billing statement)

Card Number

Expiration Date

Cardholder Name

Cardholder Signature

For SNA Meetings Office Use Only (Accounting):

SNA Administrative Fee to charge: \$ _____