



**2019 NFDA
International Convention & Expo
Chicago, IL
October 27-30
Affiliate/Exhibitor Meeting Space Request**

Dear Colleague,

The NFDA Meetings Department is ready to help you secure meeting space in Chicago, IL.

If you require meeting space at McCormick Place Convention Center Sunday, October 27 – Wednesday, October 30, 2019 review the document [Policy: Affiliate & Exhibitor Functions Involving Convention Attendees](#) for guidelines. Email any questions or complete and email the document [Affiliate/Exhibitor Meeting Space Request Form](#) to me at dlarsen@nfda.org. Meeting space is assigned on a first come, first served basis and is based upon NFDA approval.

Limited complimentary meeting space is available. After that McCormick Place Convention Center may offer space with a rental cost. You are responsible for all charges related to your meeting.

Email confirmation will be sent to the contact noted on the Meeting Space Request Form within one week of receipt by NFDA. All approved requests will be forwarded to McCormick Place Convention Center, at which time they will contact you to begin planning your event and establish payment.

Thank you for your support and see you in Chicago.

David Larsen
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