

# AGG1 MEETING/FUNCTION SPACE RESERVATION FORM



FEBRUARY 12 – 14, 2019 | INDIANAPOLIS, IN | INDIANA CONVENTION CENTER

**Online**  
www.agg1.org

**AGG1 Registration**  
9696 South 500 West Sandy, UT 84070

**Fax**  
+1 703-525-7742

**Customer Service**  
+1 800-342-1415

**A limited amount of meeting/function space is available** at the Indiana Convention Center for exhibiting or attending companies to use for meetings, offices, storage, hospitality or entertainment. Space will be assigned on a first-come, first-served basis.

## MEETING/FUNCTION SPACE GUIDELINES

### SPACE RESERVATION

Requests for reserved space must be submitted via a completed Meeting/Function Space Reservation form. There will be no refunds for reserved space canceled after Dec. 18, 2018 or for no-shows.

Rooms cannot be sublet. Submit reservation forms to Show Management:  
(AGG1) Catherine Whalen, cwhalen@nssga.org

### HOSPITALITY EVENTS

Exhibitors are not allowed to utilize hospitality suites or hold hospitality functions outside their rented space in official exhibit areas during Exhibition hours. Exhibition hours are:

- Tuesday, Feb. 12, 2019, 11 a.m. – 5 p.m.
- Wednesday, Feb. 13, 2019, 11 a.m. – 5 p.m.
- Thursday, Feb. 14, 2019, 9 a.m. – 1 p.m.

### FOOD & BEVERAGE SERVICE

Food and beverage can be ordered through the official show provider, Centerplate. Centerplate has exclusive rights to all food and beverage at the Indiana Convention Center. Food and beverage consumed, prepared or distributed, including food and beverage items used for promotional purposes, must be purchased through Centerplate and are subject to regulations and permit requirements. See exhibitor service manual for menus and to order food and beverage.

### SPACE REQUEST

#### CONTACT INFORMATION:

Contact First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

Exhibitor/Affiliate Group Name: \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

#### MEETING/FUNCTION INFORMATION:

Function Name \_\_\_\_\_ Number of Attendees (please list the maximum number of attendees): \_\_\_\_\_

<p><b>FUNCTION TIME:</b></p> <table border="0"> <tr> <td></td> <td style="text-align: center;">Start time</td> <td style="text-align: center;">End time</td> </tr> <tr> <td>Monday, Feb. 11</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Tuesday, Feb. 12</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Wednesday, Feb. 13</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Thursday, Feb. 14</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>		Start time	End time	Monday, Feb. 11	_____	_____	Tuesday, Feb. 12	_____	_____	Wednesday, Feb. 13	_____	_____	Thursday, Feb. 14	_____	_____	<p><b>FUNCTION TYPE</b> (check one):</p> <p><input type="checkbox"/> Internal/sales Meeting</p> <p><input type="checkbox"/> Meal Function</p> <p><input type="checkbox"/> Reception</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p><b>ROOM SET</b> (check one):</p> <p><input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Theater</p> <p><input type="checkbox"/> Banquet Rounds</p> <p><input type="checkbox"/> Conference Style</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p><i>*Show Management provides one complimentary room set per rental. Additional fees apply if a room set change is required.</i></p>
	Start time	End time																
Monday, Feb. 11	_____	_____																
Tuesday, Feb. 12	_____	_____																
Wednesday, Feb. 13	_____	_____																
Thursday, Feb. 14	_____	_____																

### RENTAL FEES

	<b>TOTAL</b>
<input type="checkbox"/> <b>Half Day</b> (less than 4 hours)	(through 12/18/2018) (after 12/18/2018)
<input type="checkbox"/> <b>Full Day</b> (over 4 hours)	\$300/room \$450/room \$ _____
	\$500/room \$650/room \$ _____

Show Management defines a "room" as a single meeting space in the Indiana Convention Center. For example, room 320 A, B, C, and D qualifies as four individual rooms. Depending on the size of your event, you may be required to rent more than one room.

### PAYMENT INFORMATION

#### PAYABLE IN U.S. FUNDS ONLY.

Check No. \_\_\_\_\_ (payable to **AGG1**)

**Mail checks to:**  
AGG1 Show Management  
c/o NSSGA  
66 Canal Center Plaza, Suite 300  
Alexandria, VA 22314

Credit Card Number: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Total Amount Due \$** \_\_\_\_\_

MasterCard     VISA     American Express     Discover

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

PLEASE NOTE: Charges will appear on your statement as "AGG1"

Reservation will not be processed until payment is received. There will be no refunds for functions cancelled after Dec. 18, 2018.