



## 2019 Annual National Conference July 13-17, 2019

### Application & Contract for Private Exhibitor Meeting Room

In order to reserve a Private Exhibitor Meeting Room, this application and contract must include full payment. Only confirmed 2019 exhibitors whose exhibit space is paid in full are eligible to rent a Private Exhibitor Meeting Room. Quantity and times are limited and rooms are assigned on a first come, first assigned basis. Once this application has been received and processed, you will receive your meeting room assignment and additional details.

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Exhibiting  
Company Name:** \_\_\_\_\_

I, an authorized representative of the above exhibiting company, hereby submit this application for a Private Exhibitor Meeting Room at the SNA 2019 Annual National Conference in St. Louis, Missouri. The company listed on this application is a contracted exhibitor and agrees to comply with all the policies, rules, and regulations contained in the Exhibitor Service Kit.

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

#### Private Exhibitor Meeting Room Cost & Inclusions

**Rental fees are \$2,000 per 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.** Included in the cost of rental is: a 1300-sq. ft. meeting room with a locking door; company sign outside room; 8 large round tables to accommodate up to 80 people; wastebasket; and an assigned volunteer at a table outside the room to ensure your company's exclusive use during your rental period. **Payment in full must accompany this application.**

It is the responsibility of the exhibitor to arrange and pay for additional items such as electrical, internet, A/V, food & beverage, and alternative room sets. Contact information for the approved vendors at the America's Center Convention Complex will be included in your rental confirmation.

## Private Exhibitor Meeting Room Request

**Full Day (8 hours) \$2,000****2-Hour Slot \$500**

<b>Saturday, July 13<sup>th</sup></b> <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	<b>Monday, July 15<sup>th</sup></b> <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	<b>Wednesday, July 17<sup>th</sup></b> <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
<b>Sunday, July 14<sup>th</sup></b> <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	<b>Tuesday, July 16<sup>th</sup></b> <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 (less 10% if applicable):** \_\_\_\_\_

### Method of Payment

 Visa ☐ MC ☐ Amex ☐ Discover ☐

 Check made payable to SNA, attached ☐

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

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

**Scan and email [mbildhauer@schoolnutrition.org](mailto:mbildhauer@schoolnutrition.org) or mail to:**

School Nutrition Association

Attn: Melony Bildhauer

2900 S. Quincy Street, Suite 700

Arlington, VA 22206

**Questions?**

 Melony Bildhauer | [mbildhauer@schoolnutrition.org](mailto:mbildhauer@schoolnutrition.org) | (703) 824-3027