



## MEETING ROOM & HOSPITALITY FUNCTION SPACE RESERVATION

Forms should be emailed to IAEE / Beverly Elliott: [belliott@iaee.com](mailto:belliott@iaee.com) / (972) 687-9206

**<<< Reservation Deadline: 1 October 2021 >>>**

This form should be used by any exhibitor or partner of IAEE's Expo! Expo! 2021 to reserve special meeting or hospitality function space at the Pennsylvania Convention Center or the Headquarters hotel property, Marriott Philadelphia Downtown. The exhibitor will be responsible for all related event planning and charges from the property related to their meeting room/hospitality function space including, but not limited to, room rental, catering, audio-visual and security. Every effort will be made to accommodate each request for space reservation. Exhibitor will receive an email confirmation from IAEE with reservation details once the room/space assignment has been secured.

### **EXHIBITOR INFORMATION:**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Sales Contact Name & Title: \_\_\_\_\_

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

PROPERTY		MEETING/FUNCTION DESCRIPTION		
<input type="checkbox"/> Pennsylvania Convention Center <input type="checkbox"/> Marriott Philadelphia Downtown <input type="checkbox"/> Other Facility				
DETAILS	TYPE OF FUNCTION	ROOM SET-UP		
<b>*Date:</b> _____ <b>*Start Time:</b> _____ <b>*End Time:</b> _____ <b># of People:</b> _____	<input type="checkbox"/> Meeting <input type="checkbox"/> Breakfast <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner	<input type="checkbox"/> Cocktail Reception <input type="checkbox"/> Press Conference <input type="checkbox"/> Hospitality Suite <input type="checkbox"/> _____	<input type="checkbox"/> Theatre <input type="checkbox"/> Conference <input type="checkbox"/> U-Shaped <input type="checkbox"/> Round Tables	<input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> Head Table <input type="checkbox"/> _____

**\*NOTE:** Meeting/Function space will NOT be released for any reason during the following event hours:

Monday, 6 December ..... 7:30 p.m. – 10:00 p.m.

Tuesday, 7 December ..... 9:00 a.m. – 4:30 p.m.

Wednesday, 8 December ..... 8:45 a.m. – 3:30 p.m.

**By signing below, exhibitor agrees to host their meeting or function in such a manner that does not conflict with any IAEE Annual Meeting events including but not limited to all education sessions, the Opening Reception on Monday, and the General Sessions and exhibit hours on Tuesday and Wednesday.**

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

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

#### FOR OFFICE USE ONLY:

Location: \_\_\_\_\_

Room(s): \_\_\_\_\_

Confirmed: \_\_\_\_\_

Access: \_\_\_\_\_

Space Grid: \_\_\_\_\_

**International Association of Exhibitions and Events™ (IAEE)**

Attn: Expo! Expo! EXHIBITS - 12700 Park Central Drive, Suite 308, Dallas, TX 75251 USA / [myexpoexpo.com](http://myexpoexpo.com)