

An Excellent Opportunity for One-on-One Engagement with New and Existing Clients

## IWCE MEETING ROOMS

Meeting rooms are available to make great connections and opportunities for you to sit face-to-face with your client and prospects attending IWCE.

There are two types of meeting rooms:

### >>> Type 1: Hard Wall Meeting Rooms

- Location: Level 2 of the convention center (quantities are limited).
- Size: Sizes vary. Talk to your Sales Professional for details and availability.
- Cost: Cost varies. Payment is due when room is confirmed and invoiced. Access to the meeting rooms will not be granted onsite if there is an outstanding balance.
- Hours & Dates: Monday, March 5 - Friday, March 9 • Hours: 7:00 AM - 6:00 PM

### >>> Type 2: Modular Meeting Rooms

- Location: Built on the show floor.
- Walls: Modular meeting room walls will be sound resistant and 10 ft high. Door will have a keypad lock.
- Size: Sizes vary. Modular meeting room sizes start as small as 10x10 feet. Custom sizes can usually be accommodated.
- Cost: Cost varies. Payment is due when room is confirmed and invoiced. Access to the meeting rooms will not be granted onsite if there is an outstanding balance.
- Hours & Dates: (same as exhibit hall hours): Wednesday, 10:00 AM - 5:30 PM and Thursday, 10:00 AM - 5:00 PM.



**Note:** Any additional orders for AV equipment, electric, food and beverage may be ordered through IWCE's official contractors and are not included in the room rental. Orders must be placed directly with the contractor; see the Meeting Room contract for more information.

**Your IWCE Sales Professional will provide you with  
location options, sizes and costs.**

# IWCE PRIVATE MEETING ROOM SETUP AND CONFIRMATION FORM

Please fill out the form in its entirety. If any of the following information is incorrect or incomplete, please make the corrections prior to signing and returning the form.

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

Main Contact: \_\_\_\_\_ Onsite Contact: \_\_\_\_\_

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

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

Meeting Room #: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

Date and Times of Room Reservation: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

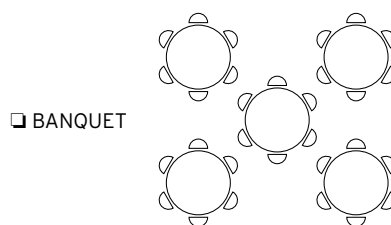
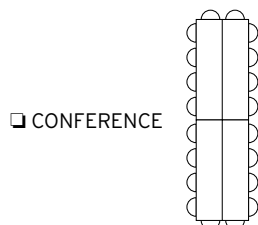
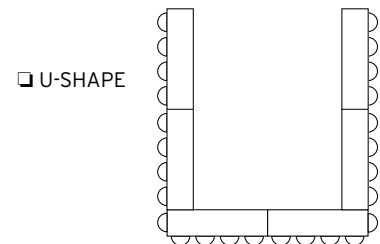
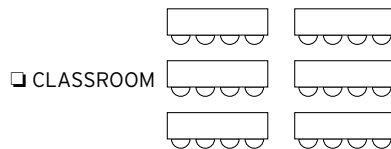
## ROOM DESCRIPTIONS & INCLUSIONS

- **Type 1:** Hard Wall Meeting Rooms are located on Level 2 of the convention center and will have a key that will be picked up and returned to the Show Team
  - **Type 2:** Modular Meeting Rooms are built on the show floor and include 10ft high sound resistant walls and a door w/key pad lock.
1. Your meeting room includes your desired room set, standard electric, carpeting and daily housekeeping. The furniture provided with this opportunity is standard 6'-8' tables and standard chairs. For specialty furniture orders (i.e. high top tables, pipe and drape, etc.), please contact GES directly at 800-801-7648. If you change your room set from your initial desired set, charges will apply.
  2. A sign with your company logo or name will be placed outside of the room. Please note if you would like your name or logo on the complimentary entrance sign below.
    - Provide a logo for the sign
    - Only want your name, and not your logo on the sign

### 3. ROOM SET NEEDS

Please indicate the room set needed below. Sponsor provided diagrams of room sets and details are strongly encouraged!

**\*\*Please be advised - if you decide to change room set from day to day, there will be a room change fee\*\***



OTHER

4. Would you like a head table in your meeting room? Head tables will be skirted.

- I would like a head table for \_\_\_\_\_  I would not like a head table



Conference: March 5-9, 2018 • Exhibits: March 7-8, 2018  
Orange County Convention Center • Orlando, FL

IWCEexpo.com

### ADDITIONAL SERVICES ORDERS

Any additional orders are provided by IWCE's official contractors and are not included in the room rental. Orders must be placed directly with the contractor. To ensure quality service, please let us know if you plan to work with the following vendors. All vendor information including menus and order forms can be found in the [Exhibitor Portal](#).

#### OFFICIAL CATERER: CENTERPLATE

- Phone: (407) 685-9857
- Email: [alecia.gallina@centerplate.com](mailto:alecia.gallina@centerplate.com)
- Contact for: Food and beverage service or table linens
- If you order food and from Centerplate in your room, they will only provide linens for your food tables and round tables. If you desire to have your tables set with linens and you are not ordering food and beverage, you can order linens through the Orange County Convention Center at an additional charge.
- Will you be using Centerplate's services?  Yes  No

#### OFFICIAL INTERNET PROVIDER: SMARTCITY

- Phone: (888) 446-6911
- Email: [csr@smartcity.com](mailto:csr@smartcity.com)
- Contact for: Internet connection or speakerphone
- Will you be using SmartCity's services?  Yes  No

#### OFFICIAL DECORATOR: GES

- Phone: (800) 801-7648
- Email: [orders@ges.com](mailto:orders@ges.com)
- Contact for: Electric, specialty furniture, or additional signage.
- Will you be using GES's services?  Yes  No

#### OFFICIAL AV VENDOR: SYNERGY EVENT TECHNOLOGY

- Phone: (512) 732-0100 ext 203
- Email: [mark@synergyet.com](mailto:mark@synergyet.com)
- Contact for: All AV needs including microphones, projectors, etc.
- Will you be using Synergy's services?  Yes  No

### RULES AND GUIDELINES

- No items (including banners, signs, etc.) may be hung on meeting room hard walls.
- Exhibiting is not permitted in the meeting rooms. If an IWCE exhibitor violates this rule, any penalties will be paid by the exhibitor.
- The dates and times your meeting room is available will vary on room location, so please confirm with your Sales Rep your date and time needs.
- **Meeting Room Use:** You may use your meeting room to hold group meetings, one-on-one meetings, conference calls, sales/product training or other private gatherings. You may not hold paid seminars or include table top displays. You may not charge for access to the meeting room, and you may not offer sponsorships (free or paid) to other companies or partners.
- Company agrees to abide by the Sponsorship and marketing terms & conditions found at <http://www.iwceexpo.com/sponsorship-eventmarketingterms>.
- Meeting Rooms are only offered to IWCE 2018 Exhibitors.

**The above information is correct and is what I agree to for the use of a meeting room during IWCE 2018.**

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

Name \_\_\_\_\_

**Please return the signed contract to your assigned sales rep.**

**Stephanie McCall**  
913.981.6146 • [Stephanie.McCall@penton.com](mailto:Stephanie.McCall@penton.com)

**Lucy Green**  
949.838.2160 • [Lucy.Green@penton.com](mailto:Lucy.Green@penton.com)

**You will be contacted by Kristin McBreen for all set-up questions and preparations, however feel free to reach out to her with any questions of your own.**

**Kristin McBreen**  
(303) 998-9299 • [kristin.mcbreen@penton.com](mailto:kristin.mcbreen@penton.com)