

MEETING SPACE REQUEST FORM

Company Name: _____ Contact: _____

Phone: _____ Email: _____

Date space is required: _____

Start time of function: _____ End time of function: _____

What will this space be used for? In-house meeting Presentation for invited guests Client Meetings

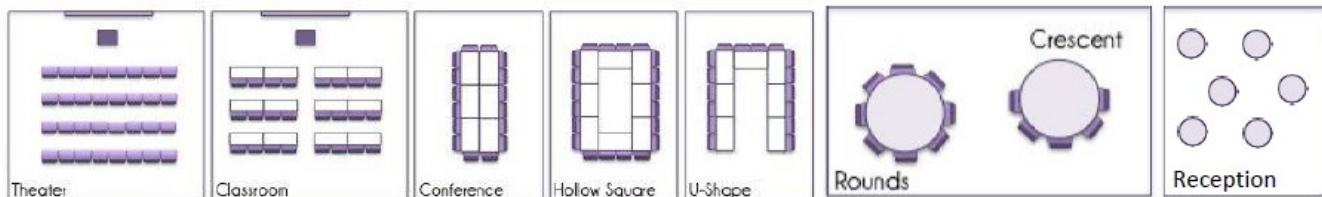
Description of Meeting: _____

Do you want this event posted? On hotel directory (if available) and on door On door only Do not post

If yes, how would you like it posted? (i.e. "company name" Meeting Room)

Please select your room set (select all that apply):

- Theatre for _____ people
- Classroom for _____ people
- Conference for _____ people
- Hollow-Square for _____ people
- U-Shape for _____ people
- Banquet: _____ rounds w/4 chairs ea. (current NV regulation)
- Reception _____ people
- Other (please explain): _____



Other room amenities (select all that apply, all rooms will automatically be set with a water station, wastebasket and space for food and beverage) *:

- Audio Visual Equipment: (i.e. screen, projector, microphones, etc. – must be ordered separately through AVcompany and are an additional cost)
- Stage (appx. size _____ x _____)
- Head table for _____ people
- Standing podium
- Skirted cocktail table next to podium
- Literature Table – 6' draped/skirted table in room
- Registration Table – 6' draped/skirted table outside of room at entrance with two (2) chairs
- Easel(s) (qty. _____)
- Specialty Furniture (i.e. couches, plants, divider walls, upgraded tables and chairs, etc. – must be ordered separately through GES at an additional cost)
- Other (please explain): _____

*Room amenities may be at an additional cost

Signature: _____

Date: _____

Please complete and return to Laura Kelly at laura.kelly@informa.com