

REQUEST FOR EXHIBITOR "MEETING SPACE RENTAL"

Company Name: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Country (other than USA): _____

Phone Number: _____ Fax Number: _____

Company Representative Completing this form

Name: _____

Email: _____

"Meeting Space Rental" will be located in Seminar Rooms SRA and SRB on the Exposition Floor at the back of the hall at the end of 4000 aisle. Each room is constructed of sound-absorbing Velcro panels and will include the following: exposition-color carpeting, 2 draped tables, 30 side chairs, 2 wastebaskets and electric. Any additional items or services will be the exhibitor's responsibility to order.

The cost of the Meeting Space Rental is \$1,000.00 for 3 hours and 30 minutes.

Please Select Dates & Times in preference order:

Monday - Wednesday, 9:00 AM to 12:30 PM and 1:00 PM to 4:30 PM

Thursday, 9:00 AM to 12:30 PM

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | |

Keep the following in mind:

- Keep a record and/or copy of this request.
- Requests will be filled first-come, first-served.
- Do not send any money with your request.
If the room is available, you will be invoiced and payment is due upon receipt.
- Requests will be taken until Friday, February 10, 2017.
- You will need to sign in at the Exposition Management Office prior to the start of your meeting.

Return completed form to: _____ E-mail: expo@pittcon.org

Mail: The Pittsburgh Conference Fax: 412-825-0366
 Attn: Julianne Diddle
 300 Penn Center Blvd., Suite 332
 Pittsburgh, PA 15235-5503

If you have any questions, please phone 412-825-3220 x204.

Official Use Only

Room No: _____

Invoice Date: _____

Invoice Amount: _____

Payment Type: _____

Date Received: _____