



## MEETING ROOM REQUEST FORM

Exhibiting companies have the ability to reserve on-site meeting rooms to hold company meetings, client presentations, sales meetings or host hospitality events. Rooms cost \$500 for 4 hours, \$1000 for a full day, and \$4000 for the full week. Rooms are located on the 1<sup>st</sup> and 2nd levels of the Las Vegas Convention Center and are available the following days and times. Availability is limited and booked on a first come, first serve basis.

Monday, December 4th, 2017	8:00 a.m. – 5:00 p.m.
Tuesday, December 5th, 2017	11:30 a.m. – 6:00 p.m.
Wednesday, December 6th, 2017	9:00 a.m. – 5:00 p.m.
Thursday, December 7th, 2017	9:00 a.m. – 2:00 p.m.

Company: _____	Booth #: _____
Contact: _____	Phone #: _____
E-Mail: _____	
<b>1<sup>st</sup> Room:</b> Date: _____	Time: _____ to _____
Title of Meeting: _____	
Estimated Attendance: _____ Type of Meeting: _____	
Preferred Room Set-up: <input type="checkbox"/> Classroom <input type="checkbox"/> Rounds <input type="checkbox"/> Theatre <input type="checkbox"/> Conference	
<b>2<sup>nd</sup> Room:</b> Date: _____	Time: _____ to _____
Title of Meeting: _____	
Estimated Attendance: _____ Type of Meeting: _____	
Preferred Room Set-up: <input type="checkbox"/> Classroom <input type="checkbox"/> Rounds <input type="checkbox"/> Theatre <input type="checkbox"/> Conference	
<p><b>NOTE:</b> All charges for room-set changes, catering, audiovisual, electrical, signage and other requirements are the sole responsibility of the group requesting the meeting room. A list of contacts and special order forms will be forwarded with your room confirmation letter. PennWell will not be financially responsible for any expenses related to your group's meeting needs.</p> <p style="text-align: center;"><b><i>Please submit the completed form to:</i></b></p> <p style="text-align: center;"><b>Lizzie Cohlma, Sales Director</b>  E-mail: <a href="mailto:LizzieC@pennwell.com">LizzieC@pennwell.com</a>; O: (918) 832-9298</p>	

**Meeting Room Reservations must be made by November 17th, 2017**

\* No meetings of any kind will be scheduled during the Keynote Session, Tuesday, December 5th, 2017, 9:30 – 11:30 AM.