

If you would like to arrange a meeting or plan a food function at the Las Vegas Convention Center (within the guidelines of the Association's policies), please provide the following information to no later than **July 14, 2017**. There are a limited number of meeting rooms available. **There is a daily meeting room rental charge.**

Please note that meeting room space will not be released for any activity during the show hours. These hours include Tuesday, September 12 and Wednesday, September 13 from 10:00am - 5:30pm, and Thursday, September 14 from 10:00am - 2:30pm.

**Your meeting room rental includes:**

- Room set up, lectern, up to (3) risers, (1) wired microphone, up to (4) 6ft tables.
- Note there is an additional charge for a dedicated electrical drop.
- Note tables are not skirted without the purchase of food & beverage.

Company: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

Meeting date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

**Room Set-Up (Check One):**

- Banquet       Classroom       Conference/Boardroom       Theater       U-Shape

**Staging**

Up to (3) 4'x8' risers are included in your room set.

- Yes, I need risers:  
 16" height qty: \_\_\_\_\_       24" height qty: \_\_\_\_\_       32" height qty: \_\_\_\_\_
- No, I do not need any risers.

**Additional Tables:**

- Head table for \_\_\_\_\_
- Additional tables needed
- 6' tables. Qty: \_\_\_\_\_ *A maximum (4) 6' tables. If you are having a head table, this is deducted from your (4) tables.*
- 36" cocktail rounds. Qty: \_\_\_\_\_

**Catering**

I plan on ordering catering services.       Yes       No

Contact Christine Kendzora with Centerplate for catering needs. (Ph: 702-943-6783; [christine.kendzora@centerplate.com](mailto:christine.kendzora@centerplate.com)).

**Audio Visual**

Your room rental includes (1) hardwired microphone. For wireless mics or any additional items, contact the official A/V provider.

Complimentary wired mic:       Lectern       Lavalier       Standing       Table top microphone

I plan on ordering additional audio visual services.       Yes       No