



Conference: 24-28 July 2016

Exhibition: 26-28 July 2016

If all information is completed, a confirmation will be emailed to you within two weeks of receiving this request. The confirmation will include contact information for setup, food/beverage and audio visual needs. An incomplete form may delay processing. SIGGRAPH 2016 reserves the right to reassign meeting space as necessary.

Contact Person: _____ Company/Organization: _____

Booth #: _____ Address: _____

City/State/Province/Country/Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Function Name: _____

Function Description: _____

DATE(S) (select all that apply):

Sunday, 24 July	Monday, 25 July	Tuesday, 26 July	Wednesday, 27 July	Thursday, 28 July
<input type="checkbox"/>				

SIGGRAPH 2016 HOTEL LOCATION SELECTION:

First Hotel Choice: _____ Second Hotel Choice: _____

Notes: _____

TIME:

Set Up Start Time: _____ Set Up End Time: _____

Meeting Start Time: _____ Meeting End Time: _____

Expected Attendance: _____

ROOM SET UP (circle one)

Banquet Conference Style (25 max) Hollow Square (40 max) Reception Classroom Theater

Is this event a Press Conference? Yes No

Is this a private function? Yes No

Is this a sales meeting? Yes No

Is extensive audio visual set up space required? Yes No

SIGGRAPH 2016 reserves the right to cancel any meeting should it fail to follow these guidelines: The sponsoring organization of the function must be an exhibitor at SIGGRAPH 2016; all functions must be graphics related and available to all general attendees at no charge. Functions such as private sales meetings or invitation only events will be approved on a case by case basis. Applicant will be responsible for individual ASCAP/BMI licensing fees. These fees pertain to live music being played during an event. See Exhibitor Manual for more information on ASCAP/BMI licensing.

Any damage done to the meeting space is the responsibility of the exhibitor. Applicant is responsible for all charges including any rental fees that may apply*, food and beverage, internet, A/V, etc. No charges in conjunction with the event may be billed to SIGGRAPH 2016. The venue contact may accept changes to attendance estimates, but changes to date/time or room assignments must be made in writing through SIGGRAPH 2016 Conference Management. ***Rental/setup charges may apply if excessive space or setup is required.**

RETURN BY 17 JUNE 2016 TO:

**SIGGRAPH 2016 EXHIBITION MANAGEMENT
HALL-ERICKSON, INC.**

98 E. CHICAGO AVE., SUITE 201

WESTMONT, ILLINOIS 60559-1559 Email: exhibits@siggraph.org

+1.630.434.7779, +1.630.434.1216 FAX



Render the Possibilities
SIGGRAPH2016