Convention Center Meeting Room Request Form

October 29 – November 1 | Exhibits: October 30 – November 1 Dallas, TX | Kay Bailey Hutchison Convention Center

If you would like to arrange a meeting or plan a food function at the Kay Bailey Hutchinson Convention Center (within the guidelines of the Association's policies), please provide the following information to no later than **September 28, 2018**. 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, October 30 and Wednesday, October 31 from 10:00am - 5:00pm, and Thursday, November 1 from 10:00am - 2:00pm.

Your meeting room rental includes:

- Room set up, lectern, up to (3) risers, (4) 8ft 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:

□ 8" height qty:_____ □ 16" height qty:_____ □ 24" height qty:_____

□ No, I do not need any risers.

Additional Tables:

□ Head table for _____

□ Additional tables needed

□ 8' tables. Qty: _____ *A maximum (4) 8' tables. If you are having a head table, this is deducted from your (4) tables.*

Catering

I plan on ordering catering services. □ Yes □ No

Contact Angelique Hart with Centerplate for catering needs. (Ph: 214-743-2404); Angelique.Hart@centerplate.com).

Audio Visual

For hardwired microphone or any additional items, contact the official A/V provider.

☐ wired mic: □Lectern □ I plan on Lavaliere □Standing □Table top microphone

ordering additional audio visual services. □ Yes □ No

Return form to: Emilija Piric, – Meetings and Trade Show Coordinator| emilija@issa.com or fax 847-982-0819