

## MEETING SPACE & HOSPITALITY REQUEST FORM

If you would like to reserve Meeting Space at an official show hotel of the ArchitectureBoston Expo, please complete and return this form to ABX Show Management. The hotels and the BCEC have been instructed not to release space without Show Management approval, so please DO NOT send your request to any hotels directly as this will only delay the process. This policy protects ABX and its supporting exhibitors from non-exhibiting companies or non-registered attendees holding hospitality functions. Only current ABX Exhibitors and Registered Attendees may host offsite hospitality functions.

By completing and returning this form, the Exhibitor or Registered Attendee agrees to host their hospitality function/suite in such a manner that it does not conflict with major ABX activities or events. Meeting Space & Hospitality Suites may be limited during the following days and hours of our show week:

Wednesday - Thursday      8:00 am - 6:00 pm

## RULES & REGULATIONS

- Meeting Rooms/Hospitality Suites are ONLY available to current Exhibiting companies or Registered Attendees.
- All meeting requests must be approved by Show Management.
- Meeting times may be restricted based on your meeting intent and/or requirements.
- Once approved, all catering arrangements, A/V, room sets, key lock changes, etc. are to be made through the assigned location (not through Show Management) and are at the Exhibitor or Registered Attendee's expense.
- Failure to abide by the Meeting Room/Hospitality Suite rules may result in the cancelation of your event, loss of future exhibit privileges or priority points.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Preferred Meeting Location: \_\_\_\_\_

\*Type of Space:      Meeting Room at Hotel or BCEC      Hotel Suite      Private Room @ Restaurant

Description of Event Being Held: \_\_\_\_\_

Total Attendance # at Meeting: \_\_\_\_\_ Do you require A/V? \_\_\_\_\_ Do you require Catering? \_\_\_\_\_

Room Set (check one):      Classroom      Theater      Banquet      Hollow Square      U-Shape

Contact: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ On-Site Contact Cell: \_\_\_\_\_

\*If you would like to purchase an On-Site Meeting Room Sponsorship, please contact [Kelly Gutermuth](#).

E-mail this form to: [JENNIFER HOLDEN](#)