

Exhibition: 12 – 14 August 2014
Conference: 10 – 14 August 2014

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 2014 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):

Sunday, 10 August	Monday, 11 August	Tuesday 12 August	Wednesday, 13 August	Thursday, 14 August
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LOCATION SELECTION:

SIGGRAPH 2014 Hotel

First Hotel Choice: _____ Second Hotel Choice: _____

Note:

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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a private function?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a sales meeting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is extensive audio visual set up space required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SIGGRAPH 2014 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 2014; 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.

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 2014. The venue contact may accept changes to attendance estimates, but changes to date/time or room assignments must be made in writing through SIGGRAPH 2014 Conference Management.

*Rental charges may apply if excessive space or setup is required.

RETURN BY 27 JUNE 2014 TO:

SIGGRAPH 2014 EXHIBITION MANAGEMENT
HALL-ERICKSON, INC.
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