

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