



## Exhibitor Convention Center Meeting Room Request Form

**DEADLINE: 30 JUNE**

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

A limited number of meeting rooms at the convention center are available for a fee. Rooms are available on a first-come, first-serve basis. The meeting room space cost is **\$2,000 per day/per room** (payment is required for set-up days as well). **Full payment must be received along with form submission.**

**IMPORTANT:** These rooms are strictly for private meetings. They are not intended for exhibiting or for the display of products. Meeting rooms may only be set in traditional meeting room configurations (options provided below). Any damage done to a meeting room where costs are incurred for repairs will be the responsibility of the exhibitor. All meeting rooms must be occupied by the intended exhibitor, and cannot be subletted.

**Please Note:** Meeting Rooms are non-refundable if cancelled.

**ALL INFORMATION BELOW MUST BE COMPLETED TO GUARANTEE SET-UP ARRANGEMENTS ARE CONFIRMED FOR YOUR MEETING. OMISSION OF ANY ADDITIONAL REQUIREMENTS MAY DELAY PROCESSING.**

### COMPANY INFORMATION:

Contact Person: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Purpose of the Meeting:

\_\_\_\_\_

**Would you like this meeting promoted in the Conference Locator?** YES \_\_\_ NO \_\_\_ \*

\*must be received by 10 June, 2014 to be included in the Conference Locator

**Would you like this meeting room promoted online** YES \_\_\_ NO \_\_\_

**DATE(S):** Indicate which date(s) you would like to reserve a meeting room and if it is a "set-up" or "meeting" day. Please check the appropriate columns.

Set-Up	Meeting		Set-Up	Meeting		Set-Up	Meeting	
___	___	Sunday, 10 August	___	___	Tuesday, 12 August	___	___	Thursday, 14 August
___	___	Monday, 11 August	___	___	Wednesday, 13 August			

**TIME(S):** Indicate the times you will need access to the meeting rooms. If times differ over multiple dates, please outline and attach.

Reservation Start Time: \_\_\_\_\_ Reservation End Time: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

**ROOM(S):** Indicate your request(s) below and rank your preferred meeting room 1-3 (1 = most preferred, 3 = least preferred).

<u>Meeting Room/ Size</u>	<u>Rank/Preference</u>
West 103 508 Sq. Ft.	___
West 104 508 Sq. Ft.	___
West 215 830 Sq. Ft.	___
West 223 774 Sq. Ft.	___
West 224 1,617 Sq. Ft.	___
West 304 642 Sq. Ft.	___
West 306 2,306 Sq. Ft.	___
East 1** 3,640 Sq. Ft.	___
East 5 511 Sq. Ft.	___
East 6 534 Sq. Ft.	___

\*\*EAST 1 is only available Wednesday and Thursday 13 and 14 August

**ROOM SET UP (check one):**

Dining  Classroom  Theatre  Reception  Boardroom  Hollow Square

Expected Attendance: \_\_\_\_\_

# Room Keys Requested (Max 2) \_\_\_\_\_

\*Please Note: A \$50 fee will be charged for unreturned keys.

**Please provide us your full room set requirements below**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • <b>6x8 Riser</b>                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • <b>8x30 Head Table w/ skirting</b>           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • <b>Water for head table/speaker platform</b> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • <b>Registration table</b>                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • <b>Easel</b>                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Additional AV Equipment can be ordered at your own expense through the Vancouver Convention Centre <http://www.vancouverconventioncentre.com/services/exhibitor-services/>.

**Standard room set to include:** chairs, tables, staging based on room size (if applicable), general room lighting, and air conditioning.

- Room set requirements: Please note if room is to be set by Freeman, the Vancouver Convention Centre (VCC) will set per specs. Please note that the initial set with VCC equipment is complimentary if received by **30 June**. Additional equipment requests/room turns will require payment in advance. If room set requirements are not provided by 30 June by the exhibitor, the Vancouver Convention Centre will not set anything in the room on a complimentary basis and the exhibitor will be responsible for all set-up charges.
- Room will be re-keyed and exhibitors will be responsible for returning the meeting room keys or additional charge of \$50 will apply.
- If there are room turns required by an exhibitor, a schedule along with specs for the room turns, and exhibitor payment info will be required.
- If an exhibitor orders equipment from an outside vendor, it is the exhibitor's responsibility to give access to the outside vendor. Once meeting room keys are picked up Exhibition Management no longer has access to the meeting rooms.
- If an exhibitor requires additional building services (electrical, networking, catering) --- these services may be ordered through the exhibitor manual

**Return this form to:**

[exhibits@siggraph.org](mailto:exhibits@siggraph.org) or Fax this completed Form to 630-434-1216

If all information above is complete, Hall-Erickson will email you a confirmation of your room assignment within two weeks of receiving this request. SIGGRAPH 2014 reserves the right to reassign meeting space as necessary.

**For Office Use Only:**

**Exhibitor:** \_\_\_\_\_

**Meeting Room Assigned:** \_\_\_\_\_

**Date:** \_\_\_\_\_