



APRIL 24-26
THE LAS VEGAS
CONVENTION CENTER

Exhibitor Request for Meeting Room Assignment

The National Automatic Merchandising Association is currently accepting meeting room requests from groups planning to hold a meeting and/or event in conjunction with The NAMA Show in Las Vegas.

Meeting Rooms:

- The meeting room rental fee is: \$1,800 full day or \$900 half day (7:00am – 12:00 noon or 1:00pm – 6:00pm). There is also limited rental space for shorter 2-hour meetings at \$400.
- Small meeting rooms are now available just off the exhibit floor near registration. There are two room sizes, one holds a maximum of 6-8pp and the other holds a maximum of 10-12pp. Rooms are set with a round table & chairs. A perfect spot for a 1:1 presentation! Rooms are available during specified hours. Availability is limited.
 - Wednesday 4/24 7:30am – 5:30pm \$1,800 rental fee
 - Thursday 4/25 7:30am – 5:30pm \$1,800 rental fee
 - Friday 4/26 7:00am – 1:00pm \$900 rental fee

Requesting Your Meeting Room:

- The educational sessions, general sessions and exhibit hall hours are to remain unopposed. No other programming – educational or social, sponsored by an affiliate or corporate partner – may be scheduled at the same time as these programs.
- For-Profit company events or meetings may NOT be scheduled at the same time as educational sessions, general sessions, exhibit hall hours.
- Exceptions may be made on an individual basis at the discretion of NAMA.
- Meeting space is limited and will be assigned on a first-come, first serve basis.

Important Information:

- All meeting requests are taken on a first-come first-serve basis.
- Any cancellation received after March 15th, will forfeit a \$100 administrative fee.
- There may be additional meeting room set up fees applied by the facility depending on your meeting room set up requirements. This includes AV, Food & Beverage, Internet Connection, etc.

Name of Meeting (for sign):	
Company:	
Meeting Room Contact:	
Full Address:	
Phone Number:	
Email Address:	
Meeting Date:	
Meeting Start & End Time:	
Number of Participants Expected:	
Preferred Room Set –Up: <i>(Conference, U-Shape, Classroom, Rounds)</i>	
A/V Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food & Beverage Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like one of the new meeting rooms near registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Meeting Rooms just outside the Exhibit Floor are smaller and are only open limited hours as specified. Full day rental only.</i>

If you plan to hold multiple meetings, please complete a separate form for each meeting. Once all information is returned, you will be notified of your assigned meeting room, and given information on how to order audio-visual and catering if needed. These items are not included in the room rental fee. A Credit Card Authorization Form is attached for room rental payment.

We are very pleased that your group will be meeting in conjunction with The NAMA Show 2019 in Las Vegas, Nevada.

If you have any questions, please contact:

Chrissy Thorsen
630-664-7721
cthorsen@tradeshowlogic.com



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Credit Card Authorization From

Name Shown on Card: _____

Billing Address on Card: _____

Name of Purchaser: _____

Company Name: _____

Amount: _____

Notes/Comments: _____

Charge my: Visa MasterCard American Express

Card # _____

Signature as Shown on Card: _____

Expiration Date: _____

3 Digit Security Code: _____