

## Meeting Room Request Form

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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

### MEETING ROOM RATES

**Exhibitor Meeting Rooms are available in two (2) room sizes** — rooms to accommodate up to 20 people or rooms to accommodate up to 40 people. Exhibitor Meeting Rooms are located in the Hall C3 Concourse and are accessible beginning Sunday morning, October 12, 2008 at 8:00 A.M.

#### Sunday, October 12

Morning: 8:00 A.M. – 12:00 P.M.       Afternoon: 1:00 P.M. – 5:00 P.M.       Full Day: 8:00 A.M. – 5:00 P.M.

#### Monday, October 13

Morning: 8:00 A.M. – 12:00 P.M.       Afternoon: 1:00 P.M. – 5:00 P.M.       Full Day: 8:00 A.M. – 5:00 P.M.

#### Tuesday, October 14

Morning: 8:00 A.M. – 12:00 P.M.       Afternoon: 1:00 P.M. – 5:00 P.M.       Full Day: 8:00 A.M. – 5:00 P.M.

### ROOM SIZE REQUIRED

#### Rooms for up to 20 people

Daily (Sunday, Monday or Tuesday) – \$1,000  
 Half Day – \$700

#### Rooms for up to 40 people

Daily (Sunday, Monday or Tuesday) – \$1,500  
 Half Day – \$1,000

#### Room set required

Round  
 Theater  
 Conference

Check (made payable to DMA)     VISA     MasterCard     Discover Card    Amount Enclosed \$ \_\_\_\_\_

Date: \_\_\_\_\_ Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

(Please print clearly.)

NOTE: Cancellations on credit card transactions are subject to bank charge deductions and processing fees.

**Exhibitor will receive a confirmation upon receipt of completed request form and payment.**

Company Name: \_\_\_\_\_

Agreed By: \_\_\_\_\_  
(Print Name & Title)

Signature: \_\_\_\_\_

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

### FOR DMA SHOW MANAGEMENT USE ONLY

DATE RECEIVED \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_

AMOUNT \_\_\_\_\_

TOTAL COST \_\_\_\_\_

ROOM(S) ASSIGNED \_\_\_\_\_

Each meeting room rental will include room set up and signage outside the door. Food and beverage service is available through Aramark at exhibitor's expense. If interested, please contact Aramark at 702.943.6910. Audio/Visual equipment is available at exhibitor's expense. For more information, please contact Trent Hotman at 800.966.4498 or email thotman@psav.com.

**Please return via fax or mail to:** Gaye Dullaghan, Senior Manager, Exhibit Operations  
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Washington, DC 20036  
Phone: 202.861.2469      Fax: 202.955.0056

Email: gdullagh@the-dma.org