

Exhibitor 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 Exhibit Hall and are accessible beginning Sunday morning, October 10, 2010 at 8:00 A.M.

Sunday, October 10

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 11

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 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.

ROOM SIZE REQUIRED

Rooms for up to 20 people

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

Rooms for up to 40 people

Daily (Sunday, Monday or Tuesday) – \$2,000
 Half Day – \$1,500

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 the center's Catering Department at exhibitor's expense. If interested, please contact Savor...San Francisco, the official in-house catering service for Moscone Center at 415.974.4048 or email jbitner@moscone.com. Audio/Visual equipment is available at exhibitor's expense. For more information, please contact PSAV at 800.966.4498 or email exhibits@psav.com.

Please return via fax or mail to: Gaye Dullaghan, Senior Manager, Exhibit Operations
Direct Marketing Association, Inc.
1615 L Street, NW, Suite 1100
Washington, DC 20036
Phone: 202.861.2469 Fax: 202.955.0056

Email: gdullagh@the-dma.org