



# 2017 Meeting Room Request

Please send completed forms to:  
**Jack Young | Operations Manager**  
**O: (949) 517-7513 | F: (949) 517-7519**  
[jyoung@mic.org](mailto:jyoung@mic.org)

## Exhibitor Information

Company Name			
Address			
Pre-Show Contact		Phone:	
Email Address			
Onsite Contact		Cell:	
Email Address			

## Meeting Room Information

Name of Meeting		Should this meeting be listed on posted event schedules?	
Meeting Date(s)		Will you require catering?	
Meeting Time(s)		Will you require A/V?	
Estimated Number of Attendees		Will you require internet or telephone service?	
Room Setup Style (classroom, conference, etc)		Additional requirements?	

## Additional Comments/Requests

### Show Management Use Only

Room Assignment \_\_\_\_\_

3rd Party Contact Info Sent \_\_\_\_\_

Notes \_\_\_\_\_

There is a \$200 flat fee for use of a meeting space at the GCCC. The exhibitor is responsible for all costs related to their meeting and will be invoiced directly by the appropriate vendor(s).