Meeting Room Request

Please send completed forms to: Kurt Whittington | kwhittington@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 $350 flat fee for use of a meeting space at LVCC. This fee includes the room rental and the initial room set. The exhibitor is responsible for all other costs related to their meeting, i.e. A/V, catering, Internet, and will be invoiced directly by the appropriate vendor(s).