



## 2010 SHOT SHOW Application/Contract for Meeting Room



**Office Use only**

Room(s) Assigned \_\_\_\_\_  
 Time(s) Assigned \_\_\_\_\_  
 Date(s) Assigned \_\_\_\_\_

**PLEASE NOTE:**

- Meeting rooms are available on a first-come, first-served basis.
- This application does not guarantee meeting room space.
- Upon receipt of application and deposit, Exhibitor will receive notification of confirmation.
- **You must be an Exhibitor to participate. Exhibits are not permitted in meeting rooms.**

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

E-Mail \_\_\_\_\_

Proposed Use of Room \_\_\_\_\_ No of people attending \_\_\_\_\_

Room set-up, please check one:       Theater Style     Classroom Style     Banquet Rounds     Conference Style

Other (Please sketch on attached meeting room diagram). All information will be supplied via the meeting room kit.

Please check what you need:

Podium     Riser     Headtable (For how many) \_\_\_\_\_

\*Podium Mike: Wired     Yes     No    \*Table Mikes:     Yes     No. Quantity: \_\_\_\_\_

Will you be ordering AV?     Yes     No    Ordering catering?     Yes     No

Will you be ordering furniture from Freeman?     Yes     No

**I am interested in the following dates: (Morning is 7AM to 11AM; Afternoon is 12:30PM to 6PM)**

Sunday, January 17, 2010	full day	or	half day:	morning	afternoon
Monday, January 18, 2010	full day	or	half day:	morning	afternoon
Tuesday, January 19, 2010	full day	or	half day:	morning	afternoon (Show days)
Wednesday, January 20, 2010	full day	or	half day:	morning	afternoon (Show days)
Thursday, January 21, 2010	full day	or	half day:	morning	afternoon (Show days)
Friday, January 22, 2010	full day	or	half day:	morning	afternoon (Show days)

- Total full day sessions \_\_\_\_\_ @ \$2,800 = \$ \_\_\_\_\_
- Total half day sessions \_\_\_\_\_ @ \$1,600 = \$ \_\_\_\_\_
- Total for 5 days meeting package price \$10,000
- Total Contract Value/Total Due = \$ \_\_\_\_\_

**PLEASE READ CAREFULLY:** Fee includes rental costs, tables and chairs as provided by convention center, podium, riser/stage, and basic electric, water for head table and podium, and ID sign. All other goods and services such as catering, audio/visual, microphones, and easels etc. must be ordered & paid for by the exhibitor. Following this application a meeting room kit will be e-mailed to you for additional services with phone and contact names. **All room set-up requirements must be submitted to Michele Oppenheimer.** A total of 100% is due & must accompany this order. **Applications will not be accepted without appropriate payment. This is a non-cancellable agreement.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form via fax to (203) 840-9445. We will notify you with your room options and assignments once we have a released block for rent.**