



Are you looking for a Meeting Room for a special presentation, to conduct a sales meeting, or simply a place off the show floor to meet with customers?

We have meeting rooms for INTERPHEX exhibitors and related industry groups.
Limited availability... Reserve your room today!!

Please complete the following information to help us know how best to accommodate your needs. This form does not guarantee that space is available. Once availability is confirmed, you will be contacted at the number listed below. Exhibitors sharing rooms will not be permitted.

If you have questions, contact Jenny Martin at 203-840-5454 or jmartin@reedexpo.com

Meeting Room Rates

Half Day (8 am – 12 pm or 1 pm – 5 pm): \$1,250

Full Day (8 am – 5 pm): \$2,400

Company: _____	Contact: _____	Booth: _____
Phone: _____	Fax: _____	Email: _____
Type of function: _____	Number of guests: _____	
Date 1 st choice: _____	Date 2 nd choice: _____	
Time: 1 st choice: _____	Time 2 nd choice: _____	
<p><u>Available Room Styles:</u></p> <p>Classroom Style: _____</p> <p>Round Tables: _____</p> <p>Boardroom Style: _____</p> <p>Theatre Style: _____</p> <p>Podium: _____</p> <p>Riser: _____</p>		

I understand that my organization will be liable for all costs incurred with use of this space, including but not limited to A/V equipment & labor, catering, room re-set charges, and any other incidentals incurred

Authorized Signature: _____ Date: _____

TERMS: Payment is due in accordance with the payment schedule on page one of the Application & License Agreement For Exhibition Participation. Rates are net and non-commissionable. All reservations with signed insertion orders are non-cancelable and non-refundable. **In the event of cancellation, the reserving organization is responsible for full payment.** Management has the right to offer new products or positions throughout the show cycle that may not be listed on this form.

Fax to Jenny Martin @ 203-840-9454