



WHERE ENTERTAINMENT, TECHNOLOGY
AND BUSINESS CONVERGE

PRODUCED BY CEA

Exhibitor Meeting Room Application Individual Function and/or One-Day Meeting Space

DEADLINE: DECEMBER 7, 2009

Fax to: 703-907-4146

This application is for meeting space required for a one-time function or a one-day period only. If you require multi-day meeting space for two or more days, please contact CES Sales at psydnor@CE.org for a referral to a sales representative.

- **HOTEL AVAILABILITY:** This application is for meeting space requests at the LAS VEGAS HILTON ONLY. Limited meeting space is available at the Hilton for officially contracted CES exhibitors for use as individual function and/or one-day meeting space.
- **ASSIGNMENT & RATES:** Meeting space will be assigned on a first-come, first-serve basis and will be charged **\$250 per individual room used (4 hours or less) or \$500 for the day (over 4 hours)**. This is an application fee that **only** covers room rental. Applicable charges for room set, audiovisual, telecommunication, or catering services are to be paid by the exhibitor.
- **CONFIRMATION & PAYMENT:** Should your request be fulfilled, a confirmation letter and invoice outlining the space assignment will be faxed to your attention. **Payment received with this application will guarantee space assignment if available. Final payment must be received within two weeks of confirmation or your meeting room will be canceled.**
- **REFUND POLICY:** Monday, December 7, 2009 is the last day you may cancel meeting space and receive a full refund. Cancellations made after this date will not be refunded. All cancellations must be submitted in writing to the International CES Operations Department, 1919 South Eads Street, Arlington, VA 22202 or onedaymeetings@CE.org.

Name

Phone

Email

Fax

Company

Booth #
(required)

Street Address

City/State/Country

Postal
Code

SELECT PAYMENT METHOD

A formal invoice will be included with your confirmation letter upon the acceptance of your application. INV # _____

☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover

Name as it appears on card _____

Cardholder's signature _____

Credit Card Number _____ Expiration Date _____ / _____

Total Due \$ _____ Amount Paid \$ _____

Company

**Contact
Name**

Phone

- **MEETING LOGISTICS:** Once your space is assigned, a hotel representative will contact you to discuss your specific room set requirements.
- **ALTERNATE ARRANGEMENTS:** The information you are providing below is used only as a guideline to determine what room best suits your requirements. If we cannot accommodate your request, a meetings manager will contact you and offer assistance in finding function space at other official International CES hotel properties. If you are interested in another hotel, we can forward you a list of official International CES hotels and contact names.

One form per function. Since meeting space is very limited, please submit three choices for your function so we may do our best to accommodate your request.

	Hotel	Event Date	Start Time	End Time
1st Choice	LV Hilton			
2nd Choice	LV Hilton			
3rd Choice	LV Hilton			

Room Set-Up Requirements

Number of people: _____
☐ Theater
☐ Classroom
☐ Conference
☐ Hollow Square
☐ U-Shape
☐ Banquet Rounds
☐ Cocktail Tables
☐ Other (specify): _____

Audio Visual / Telecommunication Requirements

☐ Podium
☐ Easel with Flip Chart
☐ Overhead Projector and Screen
☐ Rear Projection System
☐ Front Projection Equipment and Screen
☐ Microphone
☐ Internet Requirements: _____
☐ Other (specify): _____

Catering Requirements

Number of people: _____
☐ Breakfast
☐ Lunch
☐ Break
☐ Dinner
☐ Reception
☐ Meeting