

# PRESS CONFERENCE FACILITY RESERVATION FORM

To request a reservation time in one of the three free press conference rooms or to have an event in your booth added to our schedule, please complete this form. Press conference room reservations are limited to two hours total: 30 minutes for set-up, 30 minutes for tear down and a one-hour press event. Exceptions are sometimes made for evening or early morning events. Reservations are made on a first-come, first-serve basis.

**Please fax requests to Leah Arnold at 703-907-7690.**

**Please submit the following information:**

**1. Enter the name of the Exhibiting Company as it appears on your exhibit space contract or as it will appear in the CES Directory.**

## 2. Exhibitor contact

FIRST NAME	LAST NAME		
TITLE			
ADDRESS			
ADDRESS			
CITY	STATE	ZIP	
PHONE ( )	FAX ( )		
MOBILE ( )	E-MAIL		

## 3. Event Location - Please check one

☐ One of the three CES Press Conference Rooms (S225, S227, S228)

☐ Exhibitor Booth

Booth Location Facility \_\_\_\_\_ Booth Number \_\_\_\_\_

☐ Other CES location (paid meeting/conference room, off-site hotel, etc.)

Location Facility \_\_\_\_\_ Location Room Number \_\_\_\_\_

Note: If your event is being held in your booth before or after show hours, you must complete the Booth Event Access Form.

## 4. Date Requested

☐ Tuesday, January 4, 2005

☐ Wednesday, January 5, 2005

☐ Thursday, January 6, 2005

☐ Friday, January 7, 2005

☐ Saturday, January 8, 2005

☐ Sunday, January 9, 2005

## 5. Time Requested (reservation will begin 1/2 hour before and end 1/2 hour after your chosen time)

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

**7. Title of your Press Event:** \_\_\_\_\_

## 8. Will your event include:

☐ Breakfast

☐ Lunch

☐ Dinner

☐ Snacks

☐ Cocktails

## 9. Description of your event as you would like it to appear online for the media. (Description should not exceed 25 words).

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## 10. All press events are listed on the CES press conference and events schedule unless otherwise requested.

**Please check one of the following:**

☐ Please list my event

☐ Please do **not** list my event

☐ Please list my event as **invitation only**

CES staff will accept or decline your reservation within 72 hours of receipt. If your request is declined, we will contact you to make other arrangements. You will receive detailed information regarding contacts for catering, A/V, labor/signage and Internet needs in your confirmation letter.

If you have any additional questions, please contact Leah Arnold at [larnold@ce.org](mailto:larnold@ce.org) or 703-907-7626.