

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

2004 International CES • Thursday, January 8 – Sunday, January 11, 2004

DEADLINE: DECEMBER 5, 2003

This application is for meeting space required for a one-time function or a one-day period only. If you require meeting space for two or more days, contact Paul Bascomb in CES Sales at (703) 907-7661 or pbascomb@CE.org.

- This application is for those requesting meeting space at the LAS VEGAS HILTON OR RIVIERA HOTEL ONLY. Limited meeting space is available for CES exhibitors looking for individual function and/or one-day meeting space at these hotels.
- **Meeting space will be assigned on a first-come, first-serve basis and will be charged \$200 per individual room used (under 4 hours) or \$400 for the day (over 4 hours).** This is an application fee only and does not cover any applicable charges for room rental, room set, audio/visual, or catering services.
- You will receive a confirmation and invoice outlining your space assignment. **PAYMENT MUST BE REMITTED BY THE DECEMBER 5 DEADLINE OR YOUR MEETING ROOM WILL BE RELEASED AND CANCELLED.**
- Friday, December 5, 2003 is the last day you may cancel your 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. See below for contact information.
- Once your space is assigned, a hotel representative will contact you to discuss your specific room set requirements. The information you are providing below is used only as a guideline to determine what room best suits your requirements.
- If we do not have space to accommodate your request, our meetings manager will be in touch with you to offer assistance in finding function space at other official International CES hotel properties.
- If you are interested in function space at another hotel, we can either 1) assist you in making contact with the sales department at the properties you are interested in, or 2) forward you a list of official International CES hotels and contact names.

Name

Phone

Email

Fax

Company

Booth #

Address

City/State/Country

Postal
Code

Please submit one form for each function. As meeting space is very limited, we urge you to be flexible and submit more than one choice for your function so that we may do our best to accommodate your request.

	Hotel (Please circle)	Date	Start Time	End Time
1 st Choice	LV Hilton Riviera			
2 nd Choice	LV Hilton Riviera			
3 rd Choice	LV Hilton Riviera			
4 th Choice	LV Hilton Riviera			

Room Set-Up

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

Equipment

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

Type of Function

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

Return Application by December 5, 2003 to International CES Operations at, (703) 907-7602 fax, cesops@ce.org e-mail, or send to 2500 Wilson Blvd., Arlington, VA 22201