

70TH AACC ANNUAL  
**SCIENTIFIC MEETING**  
& CLINICAL LAB EXPO

July 29–August 2, 2018 | Chicago, IL USA



**EXHIBITOR MEETING SPACE REQUEST FORM**

**\*\*\*Meeting space will be available ONLY to exhibiting companies at the Clinical Lab Expo\*\*\***

**\*\*EXHIBITORS ARE RESPONSIBLE FOR ALL MEETING AND HOTEL CHARGES\*\***

- For meetings/events with multiple functions, please submit a separate form for each individual function.
- Space will be assigned on a first come, first served basis.
- Space in other hotels cannot be assigned by AACC but the space must be approved by AACC. For approval please contact Kareem Jenkins.
- **Return this request form to the AACC Meetings Department by Friday, May 4, 2018.**
  - Scan and Email: Jacqueline Nassy – [jnassy@aacc.org](mailto:jnassy@aacc.org) Fax: AACC Meetings Department, Attn: Jacqueline Nassy, 202-887-5093

**COMPANY INFORMATION** (PLEASE PRINT CLEARLY)

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Company Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Company Phone: \_\_\_\_\_  
ONSITE Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**MEETING INFORMATION** (PLEASE PRINT CLEARLY)

Meeting Name: \_\_\_\_\_  
Day/Date: \_\_\_\_\_ Preferred Site: \_\_\_\_\_  
Start Time: \_\_\_\_\_ Marriott Marquis Chicago Hyatt Regency McCormick Place  
 1<sup>st</sup>  2<sup>nd</sup>  1<sup>st</sup>  2<sup>nd</sup>  
End Time: \_\_\_\_\_  
Anticipated Attendance: \_\_\_\_\_

**Purpose of Meeting** (PLEASE PRINT CLEARLY)

\_\_\_\_\_  
\_\_\_\_\_

Who will be attending? \_\_\_\_\_

**POSTING YOUR MEETING INFORMATION**

- It is your responsibility to communicate all information to your attendees.
- It is your responsibility to provide signage for your event onsite.  
\*Signage is only permitted immediately outside assigned meeting space.

**MEETING ROOM SET**

Classroom (2 per 6' table)  Banquet Rounds  Conference  Theater  Hollow Square  
 Reception  Check-in/Registration Other \_\_\_\_\_

**FOOD & BEVERAGE**

We plan to serve food & beverage at our event Type:  Breakfast  Continental Breakfast  Lunch  Reception  Dinner

AACC Use Only:

(Revised 11/15/17)

Approved <input type="checkbox"/>	Date	Facility	Room	Function
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