

### EXHIBITOR MEETING SPACE REQUEST FORM

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

- 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 Leah Oleszewski.
- **Return this request form to the AACC Meetings Department by Friday, May 5, 2017.**
  - Scan and Email: Leah Oleszewski - [loleszewski@aacc.org](mailto:loleszewski@aacc.org)
  - Mail: AACC Meetings Department, Attn: Leah Oleszewski, 900 Seventh Street, NW, Suite 400, Washington, DC 20001

#### 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)

Space is very limited at the Marriott Marquis San Diego Marina.

Meeting Name: \_\_\_\_\_

Day/Date: \_\_\_\_\_

Preferred Site:

Marriott Marquis San Diego Marina

Manchester Grand Hyatt San Diego

Start Time: \_\_\_\_\_

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

#### AUDIO VISUAL

You will be contacted by AACC's official A/V vendor, Freeman Audio-Visual.

AACC Use Only:

(Revised 12/12/16)

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