

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 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: _____ 1st 2nd Marriott Marquis Chicago Hyatt Regency McCormick Place
End Time: _____ 1st 2nd
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
-----------------------------------	------	----------	------	----------