

REQUEST FOR FUNCTION SPACE

2010 ASMBS ANNUAL MEETING – JUNE 21-26, 2009 – LAS VEGAS, NV

For Exhibitor-Sponsored Private Functions ONLY, not Industry-Sponsored Workshops.
Assignments made on a first-come, first-served basis.

Please complete ONE request for each function room needed.

Function Name: _____ Email: _____

Contact: _____ Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (800) _____ Fax: _____

Who will be Attending:

Company Personnel Meeting Attendees # Attending: _____

1st Choice:

Function Day/Date: _____ Time: _____ am/pm until _____ am/pm

2nd Choice:

Function Day/Date: _____ Time: _____ am/pm until _____ am/pm

Room Needed Early for Special Set-up? No Yes Time: _____ am/pm

Setup Desired:

Conference Hollow Square U-Shaped
 Theater Schoolroom Rounds
 Diagram Attached Cocktail Tables Other

Additional Specifications:

Using Audiovisual Elevated Stage for Lectern/Head Table of _____
 Standing Lectern Only Other _____

Authorized Signature: _____

ASMBS Use Only

Date: _____ Time: _____ Room: _____ Facility: _____