

November 9-10, 2011 • Palais des congrès de Montréal • Montréal, QC Canada

## MEETING ROOM REQUEST FORM

Contact \_\_\_\_\_  
Company / Booth Number \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Postal / Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Date of Function**

11/09                       11/10

**Requested Times**

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Purpose of your Function** \_\_\_\_\_

**Estimated Attendance** \_\_\_\_\_

**Special Needs\***

Food / Beverage  
 Audio Visual  
 Other \_\_\_\_\_

\*All additional room expenses, including food/beverage, audio visual, and room set changes, will be billed to you directly through the appropriate vendor.

- Due to limited amount of space, approval will be based upon availability. All requests will be reviewed in a timely manner after receipt of the completed form.
- Written notification of approval or denial will be sent to you within one week of receipt of your completed form.
- Room request pricing is based on individual requirements
- Invoicing will occur prior to the event. We must receive full payment of room charges two weeks prior to the event.

**Type of Room Set:**     Classroom             Theatre             Reception             Other

**Please return this form by fax or mail by October 1, 2011**

Fax to 770.984.8023

E-mail: [Mary.Guo@USA.MesseFrankfurt.com](mailto:Mary.Guo@USA.MesseFrankfurt.com)