



ON-SITE MEETING AND EVENT ROOMS

Host Staff and Business Gatherings at IBEX

Deadline: August 27, 2010

To facilitate your success at IBEX, and for your convenience, we are happy to offer meeting and event rooms on-site. Space is assigned on a first-come, first-served basis based on availability. Please complete this form and indicate your method of payment below for the room rental cost. Once your meeting room is assigned, we will confirm your room location and total meeting room charges. Audio/visual equipment and catering services are available at additional cost for your meeting(s). See your 2010 Exhibitor Service Manual for details, pricing and order information. The official IBEX show contractors providing these services will assist you and bill you directly for any of these additional services ordered.

Rental (check one): \$350 for a full day (8:00 a.m.–6:00 p.m.)
 \$175 for a half day (8:00 a.m.–12:00 p.m. or 1:00 p.m.–6:00 p.m.)

Please Indicate Your Preferences:

Date of function: _____

Name of meeting/event (i.e. sales, board, etc.): _____

Approximate number of attendees: _____

Start time: _____ a.m./p.m. End time: _____ a.m./p.m.

Room Set-up:

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Conference | <input type="checkbox"/> U-Shape |
| <input type="checkbox"/> Reception/Banquet | <input type="checkbox"/> Hollow Square | <input type="checkbox"/> Classroom |

Contact Name: _____

Company: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ E-mail: _____

Phone: _____ Fax: _____

Payment:

- Please invoice me Check enclosed (payable to IBEX, LLC) Charge my MC, Visa, AMEX:

Name on Credit Card: _____

Number: _____ Exp.: _____

Signature: _____ Security Code*: _____

*The security code is a 3-digit number on MC or Visa, or 4-digit code on AMEX, on the back of the card.

Return by August 27, 2010, to: NMMA Meeting Services Department • 231 S. LaSalle St., Ste. 2050 • Chicago, IL 60604 • Fax: 312-946-0401

Do not write below this line.

Room Assigned: _____ Total Room Charge: _____

Questions? Contact Joanne Miller at jmiller@nmma.org; 312-946-6245.