

EXHIBITOR MEETING ROOM REQUEST FORM

Exhibitors requiring the use of meeting rooms in participating Expo hotel(s) must obtain authorization from SCTE and absorb cost of rental, if any. Limited meeting rooms are available in the Exposition Facility.

Please TYPE.

Company _____ Booth # _____

Contact name _____

On-site contact name _____

Address _____

Street/P.O. Box

City

State

Zip code

Phone _____ Fax _____

Contact e-mail _____

Company/Employee Meeting Hospitality Function

Hotel/Location Desired

Space is limited and will be assigned on a first-come, first-served basis. Please e-mail lbower@scte.org, if you require further information.

Colorado Convention Center Hyatt Regency Denver at CCC Westin Hotel Tabor Center other _____

Date(s) requested: _____

Time(s) requested: _____

Number of people: _____

Room Set

Schoolroom (2 people per 6' or 3 people per 6')

Conference

Hollow Square

Theatre

U-shape

Rounds

Audio/Visual Equipment

Overhead Projector Package

Lectern microphone

LCD Package

Lavalier microphone

TV/VCR Package

Hand held microphone

Flipchart Package

Screen

Telephone

Phone line only

Single line with phone

Speaker phone with line

Polycom speaker with line

Modem line only

Fax line only

Catering

Yes

No