



## 2018 ASDS ANNUAL MEETING

Oct. 11-14 • JW Marriott Desert Ridge Resort & Spa • Phoenix, AZ

# EXHIBITOR MEETING SPACE REQUEST FORM

Please email this completed form to Lisa Mikita at [lmikita@asds.net](mailto:lmikita@asds.net) by Sept. 27

### CONTACT INFORMATION

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Event Name: \_\_\_\_\_

### SCHEDULING & FUNCTION INFORMATION

The ASDS strictly prohibits the scheduling of exhibitor events at times that conflict with the Society's educational program, exhibit hours or social activities. All functions must have ASDS approval.

**Meeting space may be reserved during the following dates/times:**

**Wednesday, Oct. 10 after 7 p.m. • Thursday, Oct. 11 after 8:30 p.m. • Friday, Oct. 12 after 9 p.m.**

Requests for under 20 people are not restricted to the above dates/times.

**DATE & TIME OF FUNCTION:** Please note that meetings over 1 hour long will be considered **Advisory Board Meetings, which are subject to a fee and must be reserved via our online portal.**

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

**TYPE OF FUNCTION:**

Meeting       Reception       Other Meeting \_\_\_\_\_

**FOOD & BEVERAGE REQUIREMENTS:**

Yes       No       Unsure

**SEATING ARRANGEMENTS:**

Auditorium/Lecture       Conference (Boardroom)       Classroom  
 Banquet       Hollow Square       U-Shaped       Banquet Rounds

**AUDIO VISUAL EQUIPMENT:**

Yes       No       Unsure

*You will be notified by email once your room assignment has been made. You will work directly with the hotel for your room set-up and any food and beverage needs, and you will work with ASDS's exclusive provider, CMI AV, for any audio visual requirements you may have. Contact names, phone numbers and email addresses will be provided once your room assignment has been made. You are responsible for any and all charges incurred. Space is limited and will be assigned on a first-come, first-served basis.*

**\*\*\*ASDS MEETINGS AND EDUCATION DEPARTMENT USE ONLY\*\*\***

Room Assigned

Date Assigned

Assigned By