



May 5 - 8, 2008  
Long Beach Convention Center  
Long Beach, CA

### Exhibitor Meeting Room Request Form

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Person \_\_\_\_\_

On-Site Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date(s) Requested

Time(s) Requested

Monday, May 5

\_\_\_\_\_

Tuesday, May 6

\_\_\_\_\_

Wednesday, May 7

\_\_\_\_\_

Thursday, May 8

\_\_\_\_\_

Meeting Room Number (Internal Use Only) \_\_\_\_\_

### Meeting Room Set-Up

***Any changes to your meeting room set-up on-site will result in additional charges. Please be sure that your selection is final.***

Please circle one of the following set-up styles:

Theater Style

For How Many People \_\_\_\_\_

Classroom Style

For How Many People \_\_\_\_\_

(Please sketch on attached meeting room diagram.)

***Please note that podiums, head tables or risers will not be automatically included. If these items are needed, please make sure they are included on the diagram.***

**RETURN THIS FORM NO LATER THAN: APRIL 4, 2008**

**TO: Toni Ward  
antoINETTE.ward@nielsen.com**

**PHONE: (770) 291-5441**

**FAX: (770) 777-8711**

### ***Meeting Room Approvals:***

- A. Exhibiting companies must have a minimum booth size of four-hundred (400) square feet to qualify for complimentary meeting rooms.
- B. Requests for meeting rooms during show hours will be reviewed by Show Management. Depending on the purpose of the meeting, room requests may be re-scheduled during non-show hours. Hospitality Suites are not permitted during Exhibit Hall hours.

### ***Additional Requirements:***

All food and beverage served in the Long Beach Convention Center must be ordered and purchased through the center's **exclusive** caterer:

#### **Savor... Long Beach Catering by SMG**

Laura Soto, Catering Sales Manager  
Long Beach Convention and Entertainment Center  
300 East Ocean Boulevard  
Long Beach, CA 90802  
(562) 499.7571: Office  
(562) 499.7532: Fax  
[LSoto@smgcatering.com](mailto:LSoto@smgcatering.com)

Audio-visual equipment may be ordered through Medtrade Spring's official audio-visual contractor:

#### **Convention Presentation Resources - CCR**

1023 Lees Mill Road  
Atlanta, GA 30349  
(770) 907.0101

Meeting rooms are typically provided on a complimentary basis, however, any and all fees incurred as a result of special room sets or other requirements are the responsibility of the exhibitor. Arrangements should be made with Medtrade Spring's Conference Manager.

#### **Event Management**

Toni Ward, Conference Manager  
1145 Sanctuary Parkway Suite 355  
Alpharetta, GA 30004  
(770) 291-5441: Office  
(770) 777.8711: Fax  
[antoINETte.ward@nielsen.com](mailto:antoINETte.ward@nielsen.com)

### ***Important:***

Completion of this form does not guarantee meeting space. Space will be assigned on an as-available basis.

**Please sketch meeting room set requirements here:**

Use \* to indicate front of room.

Remember to include any required podiums, head tables or risers on the diagram.

