



Non-Exhibitor Convention Center Meeting Room Request Form
 Exhibition: 30 July - 1 August 2019
 Conference: 28 July - 1 August 2019

A limited number of meeting rooms at the convention center are available for a fee. Rooms are available on a first come, first served basis. The meeting room space cost is **\$4,200 per day/per room** (payment is required for set-up days as well). **Full payment must be received along with form submission.**

IMPORTANT: They are not intended for exhibiting or for the display of products. Meeting rooms may only be set in traditional meeting room configurations (options provided below). Any damage done to a meeting room where costs are incurred for repairs will be the responsibility of the exhibitor. All meeting rooms must be occupied by the organization that signed and executed the contract, and cannot be sublet on behalf of another organization. All attendees that enter a meeting room must be registered for SIGGRAPH 2019.

Please Note: Meeting Rooms are non-refundable if cancelled.

ALL INFORMATION BELOW MUST BE COMPLETED TO GUARANTEE SET-UP ARRANGEMENTS ARE CONFIRMED FOR YOUR MEETING. OMISSION OF ANY ADDITIONAL REQUIREMENTS MAY DELAY PROCESSING.

COMPANY INFORMATION:

Purpose of the Meeting – You may choose more than one option

- Exhibitor Session Media Event Private Event Other Event

Contact Person: _____

Company: _____

Street Address: _____

City/State/Postal Code: _____ Country: _____

Telephone: _____ Mobile: _____

Email: _____

- | | | |
|---|-----------|--------|
| Would you like this meeting promoted in the Conference Locator Schedule? | YES ___ * | NO ___ |
| Would you like your meeting room to be identified on public floor plans? | YES ___ * | NO ___ |
| Would you like this meeting room promoted online? | YES ___ | NO ___ |

*If information is not received by the requested dates your meeting room information will not appear in the printed materials.

DATE(S): Indicate which date(s) you would like to reserve a meeting room and if it is a “set-up” or “meeting” day. Please check the appropriate columns.

Set-Up	Meeting		Set-Up	Meeting		Set-Up	Meeting	
___	___	Sunday, 28 July	___	___	Tuesday, 30 July	___	___	Thursday, 2 August
___	___	Monday, 29 July	___	___	Wednesday, 31 July			

ROOM(S): Indicate your request(s) below and rank your preferred meeting room 1-6 (1 = most preferred, 6 = least preferred).

301A	46x28	1288 Sq. Ft.	___
301B	46x29	1334 Sq. Ft.	___
303B	46x28	1288 Sq. Ft.	___
307	46x19	874 Sq. Ft.	___
401	37x23	851 Sq. Ft.	___
404B	41x41	1681 Sq. Ft.	___
405	41x40	1640 Sq. Ft.	___
406B	41x41	1681 Sq. Ft.	___
407	41x40	1640 Sq. Ft.	___
409A	41x41	1681 Sq. Ft.	___
409B	41x41	1681 Sq. Ft.	___
410	41x40	1640 Sq. Ft.	___
501A	41x28	1148 Sq. Ft.	___

501B	41x28	1148 Sq. Ft.	___
501C	41x28	1148 Sq. Ft.	___
502B	86x55	4730 Sq. Ft.	___
507	41x31	1213 Sq. Ft.	___
510	45x27	1170 Sq. Ft.	___
515B	104x55	5720 Sq. Ft.	___

To review all room sizes and set capacities [click here](#).

ROOM SET UP (check one):

Theater ___ Classroom ___ Banquet ___ U-Shape ___ Hallow Square ___ Conference ___

EXPECTED ATTENDANCE (if attendance is not provide room will not be set): _____

Room Keys Requested (Max 2) _____

*Please Note: A \$50 fee will be charged for unreturned keys.

Please provide us your full room set requirements below

- Riser (up to 2 – 6’x 8’ Sections) Yes ___ No ___
- Water for head table Yes ___ No ___
- Lectern with wired microphone Yes ___ No ___
- Head Table (8x30) Yes ___ No ___
- Registration Table (8x30) Yes ___ No ___

AV Equipment for the meeting rooms can be ordered through Freeman A/V by contacting [Eric De La Ossa](#) at +1.714.254.3633

HELP PROMOTE YOUR EXHIBITOR SESSION WITH ADDITIONAL ADVERTISING

- Standing Sign Board \$ 2,000
- Ad in Conference Locator \$ 1,200

Standard room set to include: chairs, tables, staging based on room size (if applicable), general room lighting, and air conditioning.

- Room set requirements: Please note if room is to be set by Freeman, the Los Angeles Convention Center (LACC) will set per specs provided. Please note that the initial set with LACC equipment is complimentary if received by **10 July**. Additional equipment requests/room turns will require payment in advance. If room set requirements are not provided by 10 July by the exhibitor, the LACC will not set anything in the room on a complimentary basis and the exhibitor will be responsible for all set-up charges.
- Room may be re-keyed and exhibitors will be responsible for returning the meeting room keys or additional charge of \$50 will apply.
- If there are room turns required by an exhibitor, a schedule along with specs for the room turns, and exhibitor payment info will be required.
- If an exhibitor orders equipment from an outside vendor, it is the exhibitor’s responsibility to give access to the outside vendor. Once meeting room keys are picked up Exhibition Management no longer has access to the meeting rooms.
- If an exhibitor requires additional building services (electrical, networking, catering) --- these services may be ordered through the appropriate vendors in the exhibitor manual

Return this form to:

exhibits@siggraph.org or Fax this completed Form to 630-434-1216

SIGGRAPH 2019 reserves the right to reassign meeting space as necessary.

For Office Use Only:
Exhibitor: _____
Meeting Room Assigned: _____
Date: _____