



Exposition & Conference: September 28-30, 2010 | Donald E. Stephens Convention Center | Rosemont (Chicago), IL

## HOSPITALITY SUITE / MEETING SPACE REQUEST

Hotel suites at the show hotels have been reserved for show-related events and may be used ONLY by companies exhibiting at the shows. If your business meeting or function requires a hotel suite, please complete this form and return it by **September 10, 2010** to the address or fax number below.

Although suites are for the exclusive use of companies contracted to exhibit at the shows, products may NOT be displayed in the suites and functions may not take place during official show hours/events. Please see Rules and Regulations for more detailed information.

Company Name: \_\_\_\_\_ Booth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### MEETING SPACE / HOSPITALITY SUITE REQUEST

Your purpose for reserving the room:

\_\_\_\_\_ Hospitality \_\_\_\_\_ Meeting \_\_\_\_\_ Personal

Hotel: \_\_\_\_\_ Number of sleeping rooms required in suite: \_\_\_\_\_

Convention Center: \_\_\_\_\_

Number of attendees for event: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Return to:

**Return To:** Canon Trade Show Operations  
[Brian.snead@cancom.com](mailto:Brian.snead@cancom.com) or  
 Fax to: 310/996-9499 – Attn: Brian Snead

Every effort will be made to accommodate your request. The exhibitor will be responsible for all charges related to this meeting room and/or hospitality function space. Example of charges: Room Rental, Security Services, Food & Beverage/Catering, Signs/Banners and Audio-Visual Services.

Once this form is received and approved by Show Management, the hotel will contact you to discuss suite rates and availability and assist you with the planning of your event.

For Show Management Use Only:

Date Received: \_\_\_\_\_ Approved by/Date: \_\_\_\_\_