



MEETING & FUNCTION SPACE REQUEST FORM

Procedure for Requesting Meeting/Function Space

1. Complete this form and submit to Show Management for approval.
2. Show Management will determine availability and confirm room assignment via email.
3. For press events, contact Pat Monroe at pmonroe@aem.org or (414) 298-4123.
4. This request form applies only to meeting rooms at the Kentucky Exposition Center. For hotel meeting space, contact hotel directly.
5. Reservations are not confirmed until payment is received.

Submit completed request form to
Mary Bukovic
ICUEE Meetings & Education Programs
6737 W. Washington Street, Suite 2400
Milwaukee, WI 53214-5647
Email: mbukovic@aem.org
Fax: +1 (414) 272-1170
Questions: +1 (414) 298-4173

ICUEE 2009 Meeting/Function Space Usage Fees

\$150 (2 hours or less)

Due to limited meeting room availability, functions lasting more than 4 hours will not be permitted. Should a group cancel their function after August 24, 2009, and not need the space, 50% of the total fee will be retained.

Please type or print legibly.

Contact Information

Exhibitor/Affiliate Group Name _____

Contact (for Event) _____

Phone _____

Email _____

Function Information

Function Title _____

Day/Date _____

Start Time _____

End Time _____

Expected Attendance _____

Primary Audience

Exhibitors

Attendees

Post event in Show Directory

Yes

No

Function Type (check one)

Internal/Sales Meeting

Reception

Meal Function

Other (specify) _____

Room Setup (check one)

Classroom

Theater (chairs only)

Reception (no chairs)

Banquet Rounds

Conference

Other (specify) _____

Audio Visual Requirements?

Yes

No

Order directly from Hi-Tech Rentals, (404) 214-4800.

Catering Requirements?

Yes

No

Order directly from Centerplate, (502) 367-1749.

Special Requirements/Comments _____