



**2019 SHPE
National Convention**
The Power of Transformation

Phoenix, AZ • Oct 30 - Nov 3, 2019 • SHPE2019.org

REQUEST FOR EXPO MEETING ROOM

We are pleased to make available meeting space at the Phoenix Convention Center through meeting rooms that will be built on the Expo Hall Floor. These meeting rooms are intended for internal company meetings, not to be used for off-site recruiting or networking with attendees.

- Meeting rooms can accommodate up to 50 participants in classroom or banquet seating.
- Rooms and times are subject to availability and at a maximum of 4 hours. Expo Meeting Rooms can be reserved during the following times: Wednesday 8am-5pm / Thursday 8am-8pm / Friday 8am-8pm / Saturday 8am-5pm
- Expo Meeting Rooms include: podium, projector, screen, wired mic, and local sound
- Additional audio, visual, or food and beverage can be ordered through the in-house exclusive providers of service.

Expo Meeting Room #1
 \$350 per hour
 Banquet rounds for 50 maximum

Expo Meeting Room #2
 \$350 per hour
 Classroom for 50 maximum

Company Name: _____

On-Site Contact Name: _____

Phone: _____ Email: _____

Description of Function: _____

Number of Participants: _____

<input type="checkbox"/> Wednesday, October 30	Start and End Time: _____
<input type="checkbox"/> Thursday, October 31	Start and End Time: _____
<input type="checkbox"/> Friday, November 1	Start and End Time: _____
<input type="checkbox"/> Saturday, November 2	Start and End Time: _____

Food and beverage needs: Yes No
We will forward your request to Aventura for your order.

Please return completed form:
exhibits@shpe.org for invoicing and meeting space assignment.
Meeting space will be assigned based on availability. Confirmation will be emailed to the main contact.

Total amount \$ _____ Date _____
Signature (Required) _____

PAYMENT INFORMATION

Billing Contact _____
Email _____ Phone _____

Upon receipt of the signed request form, an invoice will be sent to the billing contact with online payment options through a secured portal. All invoices sent to billing contact will require payment.