

2008 ASIS MEETING ROOM RENTAL FORM

Rooms are limited, and are assigned on a first come first served basis. Rooms will not be reserved without payment. **Return to: Geoff Harden. Fax: 703-518-1517. (Updated 1/24/08)**

GENERAL INFORMATION

- **You must be an exhibitor at the ASIS Seminar & Exhibits to book a meeting room.**
- **Your booth fees must be fully paid before a room will be assigned.**
- **Due to limited space, one room per exhibitor please.**

Date: _____ Booth Number*: _____

Company: _____

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

On Site Contact Name: _____

Onsite Contact Cell Phone: _____

INFORMATION ABOUT YOUR FUNCTION

Logistics

Function Date: _____ Function Hours: _____

Setup Date and Time: _____ (Exhibitor will be charged room rental fee for setup day.)

Expected Attendance: _____

Room Set

Conference Schoolroom Rounds U-shape Hollow Square Other (please specify)

Note: **Room diagrams are required for all rooms in convention center. Please send to garden@asisonline.org by August 8, 2008. If ASIS is charged penalty by convention center for lack of diagram, this fee will be assessed to exhibitor.*

Food/Beverage

Will you be requiring any food and/or beverage functions? Yes No

Location

Please identify where you would like the room reserved:

Atlanta Marriott Marquis (Headquarters Hotel)

Meeting Room Rental (prior to Aug 5) \$400 per day
Meeting Room Rental (on or after Aug 5) \$500 per day

<u>Date Available</u>	<u>Time Available</u>	<u>Time Requested</u>
Saturday, Sept 13	Anytime	_____
Sunday, Sept 14	Anytime	_____
* Monday, Sept 15	Before 8 am	_____
Tuesday, Sept 16	Before 8 am/After 5 pm	_____
Wednesday, Sept 17	Before 8 am/After 5 pm	_____
Thursday, Sept 18	Before 8 am/After 2 pm	_____

Omni Hotel at CNN Center

Meeting Room Rental (prior to Aug 5) \$400 per day
Meeting Room Rental (on or after Aug 5) \$500 per day

<u>Date Available</u>	<u>Time Available</u>	<u>Time Requested</u>
Saturday, Sept 13	Anytime	_____
Sunday, Sept 14	Anytime	_____
* Monday, Sept 15	Before 8 am	_____
Tuesday, Sept 16	Before 8 am/After 5 pm	_____
Wednesday, Sept 17	Before 8 am/After 5 pm	_____
Thursday, Sept 18	Before 8 am/After 2 pm	_____

Convention Center- Georgia World Congress Convention Center**

(Prices below reflect non-demo functions, if using equipment for a demo additional fees may apply)

Meeting Room Rental (prior to Aug 5) \$800 per day
Meeting Room Rental (on or after Aug 5) \$1,000 per day

<u>Date Available</u>	<u>Time Available</u>	<u>Time Requested</u>
Saturday, Sept 13	After 5pm	_____
Sunday, Sept 14	Anytime	_____
* Monday, Sept 15	Between 7 am – 5 pm	_____
Tuesday, Sept 16	7 am – 6 pm	_____
Wednesday, Sept 17	7 am – 6 pm	_____
Thursday, Sept 18	7 am – 2 pm	_____

All meeting rooms in C Building are only available Monday through Wednesday. Early set-up on Monday is available.

*** Exhibitors may not hold functions after 5 pm on Monday, September 15 as this conflicts with the ASIS President’s Reception. Penalties will apply.**

**** Convention Center Rooms: Includes furniture per your requested set up with tables finished and designed to be undraped, and appropriate chairs. One complimentary draped table available upon request for literature. Additional draped tables available through Arata for additional fees.**

Keys to Convention Center Rooms

How many keys (total) do you want for this room? _____
2 keys are included with the rental price. *Additional keys are \$200 each.*

Lost Keys or Keys Not Turned in On Time

Lost keys or keys not returned to ASIS Operations office by **Thursday, September 18** at 5:00 pm will be charged an additional \$200 per key to the credit card on file.

Other Vendors/Services

ASIS is not responsible for obtaining or paying for services such as: food & beverage (which may or may not include water service, depending on the convention center policies), telephone, electrical, internet services, audio visual, custom furniture, floral or other decorations, pipe & drape and/or display tables. You will receive with your confirmation of the room rental a detailed list of these vendors. Please contact them directly to discuss your requirements. Billing must be arranged directly with any additional vendors. Failure to do so may results in loss of services.

Commitment

Purchaser understands and agrees that when a credit card is used to purchase, reserve or register for, goods, services and/or programs offered by the Society, or when a credit card is used to transact any business with the card, purchaser is obliged to pay the amount charged to card, unless the Society elects to cancel the transaction or issue a credit or refund. All purchases with a credit card are final. The cardholder’s obligation is to pay in full and is unconditional.

Additional Charges/Fees

All set-up information must be received prior to the 45 day cut off to receive the published rates. Any changes made after the 45 day cut off, including the day, time, and set up requirements will be assessed a \$50 processing fee for each change. These fees will be charged to the credit card on file. Any changes made onsite at the convention center will be charged a \$300 change fee and will be charged to the credit card on file.

Total Fees

Please total the amount due ASIS. Total due ASIS: \$_____

Payment Method

ASIS accepts credit card payments only for meeting room rental. (Checks are not acceptable.) You may use your MasterCard, Visa or American Express.

Credit Card Type: () MC () VISA () American Express () Discover

Credit Card Number Exp Date

Name on Card (Print)

Signature Today’s Date

Cancellations

Any cancellation between July 22 and August 8 will result in a \$250 cancellation fee. No refund of meeting room rentals is available for rooms cancelled on or after August 8.

Questions

Contact Geoff Harden, ASIS International, 1625 Prince Street, Alexandria, VA 22314. Phone: 703-518-1422. Email: g Harden@asisonline.org.

***Rooms are assigned on a first-come, first-serve basis.**

Per the ASIS Exhibit Contract, ASIS reserves the right to restrict any exhibit/function, which might be considered undesirable. This regulation includes articles, conduct, dress of models, and printed matter of anything objectionable to the Seminar and Exhibits as a whole. All points not specifically covered are subject to the decision of ASIS.