



**G2E Meeting Room
Request Form Insertion Order**

G2E—October 4-6, 2011, Sands Expo and Convention Center, Las Vegas, NV

A very limited number of meeting rooms are available at G2E and may be rented by exhibitors and/or related industry groups on a **first-come, first-served basis**. If you require a room please complete this form and fax it back as per below. We will do our best to accommodate your needs. Meeting room rental does not include audio-visual equipment, furniture, catering, additional décor or telephone and Internet. You must order these **items separately and will be responsible for all related charges**.

Meeting Information

Name of Group: _____

Name of Meeting: _____

Dates Needed (*check all that apply*):

Monday, October 3 Tuesday, October 4 Wednesday, October 5 Thursday, October 6

Time Room is Needed: _____ **Number of People Attending:** _____

Room Fee

½ Day Rental: \$1,750

Full Day Rental: \$2,800

3 Day Rental: \$5,000

Room Set*

Theater Classroom Boardroom Banquet Other _____

If your room requires a set other than one of the styles listed above, you must sketch a floor plan of your desired set-up and fax along with this request form. Please note that podiums, head tables, or risers need to be included in the diagram. **THESE ITEMS WILL NOT BE ORDERED AUTOMATICALLY.*

Contact Information for Additional Items

- Audio/Visual Equipment: FREEMAN AUDIO VISUAL at (702)-263-1484
- Telephone/Internet: SANDS EXPO (702)-733-5070
- Catering: Danielle Ross/ Venetian Catering (702)-414-1391

 Yes, please accept this as my official insertion order for request for a meeting room at G2E. I understand my organization will be responsible for all additional costs incurred with use of this room, including but not limited to my A/V equipment & labor, catering, room re-set charges, and any other incidentals incurred.

Name: _____ **Company:** _____

Tel: _____ **Fax:** _____

Email: _____

Authorized Signature: _____ **Date:** _____

We collect this data in order to provide you with information about G2E and other companies in your industry. If you prefer not to receive further information, please see our Privacy Statement at www.recusprivacy.com or call our Privacy Administrator at 888-306-2344 or from outside the US at 203-840-5810.

TERMS: 100% full payment is due two weeks prior to the event Payment is due in accordance with the payment schedule on page one of the Application & License Agreement For Exhibition Participation. **Rates are net and non-commissionable. All reservations with signed "Meeting Room Request Form" & Insertion Orders are non-cancelable and non-refundable.** In the event of cancellation, **the advertiser is responsible for full payment.** Management has the right to offer new products or positions throughout the show cycle that may not be listed on this form.

To reserve, fax to 203-840-9532
For more information, contact Chiara Renella-Brooks
Phone: 800-598-1055 or email crenella@reedexpo.com

