



## MEETING ROOM – REQUEST FORM

**DEADLINE: February 21, 2020**

If you would like to host a meeting, please fill out the form below. Space is limited and will be assigned on a first come-first serve basis, meeting space is very limited this year. The rental fee includes rental for the day or up to two hours and the standard room set-up. All audio-visual, catering, and special requests are the responsibility of the host.

Your company is required to be registered for CAR20 to maintain a hospitality suite or conduct a meeting or event. You must request approval from CAR20, 30 days prior to the event. No events will be permitted that conflicts with any official portion of CAR20 programming. Promotion of the event may occur at the host’s booth or if the event is open to the entire conference delegation, a request can be made to be included in the mobile app. CAR20 reserves the right to refuse a meeting in conjunction with the event.

Company Name: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

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

City/State/Zip/Country: \_\_\_\_\_

Company Phone: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Meeting Space \$2,800 Daily Rate (Hourly \$200 - limit 2 hours per day )**

1<sup>st</sup> Choice Date Requested: \_\_\_\_\_

1<sup>st</sup> Choice Time: \_\_\_\_\_

2<sup>nd</sup> Choice Date Requested: \_\_\_\_\_

2<sup>nd</sup> Choice Time: \_\_\_\_\_

Room Set up:(theater, reception, classroom)

# of Anticipated guests: \_\_\_\_\_

Please list any special needs:

Amex  Visa  M/C  Discover  Check Enclosed  Please Invoice Me

Please charge my credit card: Total \$ \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date Zip: \_\_\_\_\_

CVV: \_\_\_\_\_

**Your Contact for This Item**  
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