

# In-Room Sales Meeting Form

The ability to attend multiple sales meetings in one location is a top reason that distributors attend EDspaces. Take advantage of this great opportunity to save travel costs by planning your sales meetings in conjunction with the show.

## To reserve a meeting room:

Complete this form, and email to [exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com), or fax to 301.4957386. There is no deadline for reserving a meeting room. However, space is limited and rooms will be assigned by receipt date of the reservation form with payment. Receipt of the reservation form does not guarantee a meeting room. Photocopy this form for each meeting requested. To have your meeting listed (if requested) in the *EDspaces Program*, your reservation must be received by **September 19, 2017**. You will receive a confirmation of your meeting room after assignment.

## Fee: \$100 per hour or portion thereof

This fee includes room sign identification, a listing in the *EDspaces Program* (if requested and received by September 19, 2017), and the initial room setup. Changes to the requested room setup after room assignment will be subject to Convention Center room re-set costs. Any additional services such as audio-visual, food, and beverages can be ordered and will be billed separately by the authorized supplier of that service. Supplier information will be included in the Exhibitor Service Manual, which is available on the EDspaces Website.

**Please use separate forms for multiple meeting room requests.**

**Company Name** \_\_\_\_\_  
**Contact Person** \_\_\_\_\_ **On-site Contact** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## Sales meetings can be scheduled at following times:

Tuesday, October 24: 8:00 am–5:00 pm      Wednesday, October 25: 8:00 am–11:00 am      Thursday, October 26: 8:00 am–11:00 am

## Requested time/date preference

**1st Choice:** Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
**2nd Choice:** Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
**3rd Choice:** Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Should this meeting be listed in the *Event Program*?       Yes       No  
 Is this sales meeting by invitation only?       Yes       No

\* **Room Set-Up:**     Classroom     Theater     Rounds      \***Expected Attendance:** \_\_\_\_\_

\* Reservations will not be processed without both being specified. Rooms are assigned based on the expected attendance for the selected room setup. Please advise below if you will be using any large equipment, platforms, etc. that will require additional space so that we may try to accommodate you.

**Payment**    Total Payment Due \$: \_\_\_\_\_

Enclosed is a check made payable to Education Market Association in the amount of \$ \_\_\_\_\_

Or charge my :     Visa     MasterCard     Discover     American Express

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Questions? Email  
[exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com)

**EMAIL completed form to  
[exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com).**

**Mailing a check? Please send payments to:**  
**Education Market Association**  
 8380 Colesville Road, Suite 250,  
 Silver Spring, MD 20910

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