

MEETING ROOM RENTAL AGREEMENT

(For Exhibitors with exhibit space of 200 sq. ft. or more.)

Conference & Exhibition: February 26-28, 2020
Navy Pier | 600 East Grand Avenue | Chicago, IL, USA



MEETING ROOM RESERVATION SELECTION

I would like to reserve the following meeting room days and times:

Full Day

(Association Rate: \$500 / Standard Rate: \$650)

- Tuesday (Feb. 25) Wednesday (Feb. 26)
 Thursday (Feb. 27) Friday (Feb. 28)

Half Day

(Association Rate: \$300 / Standard Rate: \$350)

- Tuesday AM Tuesday PM
 Wednesday AM Wednesday PM
 Thursday AM Thursday PM
 Friday AM Friday PM

Association Rate:

_____ # Full Days @ \$500 each = \$ _____
_____ # Half Days @ \$300 each = \$ _____

Standard Rate:

_____ # Full Days @ \$650 each = \$ _____
_____ # Half Days @ \$350 each = \$ _____

Total Due = \$ _____

_____ Largest number of people
expected at one time

_____ Preferred room set-up
(please provide by January 15, 2020)*

- Conference Style U-Shape Reception
 Classroom Theater Style
 Other _____

* Changes after January 15, 2020 will incur a \$250 fee.

(Please print)

Company _____

Stand number _____

Total square feet of stand space _____

Contact person _____

Street address _____

City _____

State/Province _____

Zip/Postal code _____

Country _____

Telephone _____

Mobile _____

Email _____

CORPORATE LOGO RECOGNITION ON SIGNAGE

I agree to provide my corporate logo in an .eps file format to Lori Reynolds via email at lori@filtxpo.com within five business days of signing the Meeting Room Rental Agreement. If my corporate logo changes, I will notify Lori Reynolds and send the new corporate logo in an .eps file format.

Due to the production time of certain items, if a graphic change occurs, it is not guaranteed that the item can be printed with the new graphic. Please confirm the production times of each individual item for any changes.

* Signage at the venue may not be available for those reserving a meeting room after January 15, 2020.

PAYMENT SCHEDULE

Full payment must accompany this signed agreement. Without full payment, the meeting room may be released, reassigned, and this Meeting Room Rental Agreement will be voided.

PAYMENT METHOD

American Express MasterCard Visa Check / Money Order (in U.S. funds drawn on U.S. Bank. Check should be made payable to FiltXPO™ 2020 and reference FiltXPO™ Meeting Room)

Wire Transfer _____ in US dollars. Please contact Tracie Leatham, tracie@filtxpo.com, for wire transfer details.

Total Enclosed \$ _____ Card # _____ Expiration Date _____
(Month/Year)

CVV Code _____ Billing Zip Code _____

Cardholder's Name _____ Cardholder's Signature _____
(Please Print)

AUTHORIZATION

By signing this agreement, I confirm that I have read the above guidelines, and will abide by these terms and conditions. A Meeting Room Rental Agreement must be signed in order to confirm a reservation.

Name _____ Authorized Signature _____
(Please Print)

Date _____ Business Title _____

CONFIRMATION

You will receive confirmation and the meeting room name once this agreement and payment are received. Agreements are subject to availability and are filled on a first-come, first-served basis.

CANCELLATION POLICY

Refunds due to meeting room cancellations will not be granted. Exhibitors will be obligated to pay any outstanding balance due on meeting room rental fees as outlined in the Meeting Room Rental Agreement.

RETURN APPLICATION TO:

FiltXPO™ 2020 – Meeting Room Rentals

Mail to: PO Box 1288, Cary, NC 27512-1288, USA

Fax in the U.S.A.: +1 866 770 3291

International Fax: +1 919 459 3701

Email: lori@filtxpo.com

Telephone: +1 919 459 3716

QUESTIONS?

Please contact

Lori Reynolds

lori@filtxpo.com

T : +1 919 459 3716

Reserve your room today at FiltXPO.com