

MEETING/FUNCTION SPACE RESERVATION

PROCEDURE FOR REQUESTING RESERVED MEETING/FUNCTION SPACE

1. Complete this form and submit to Show Management for approval.
2. Show Management will determine availability and confirm room assignment via email.
3. For press events, contact Pat Monroe at pmonroe@worldofasphalt.com or +1 414-298-4123.
4. Reservations will not be processed until payment is received.

Submit Completed Request Form to:

Meetings & Education Programs Department
6737 W. Washington Street, Suite 2400
Milwaukee, WI 53214-5647
Email: rkettlewell@aem.org; Fax: +1 414-272-1170; Phone: +1 414-298-4136

CONTACT INFORMATION – Please type or print legibly.

Exhibitor/Affiliate Group Name _____

Contact Name _____ Phone _____ Email _____

FUNCTION INFORMATION

Function Name _____ Expected Number of Attendees _____

Day/Date _____ Start Time _____ End Time _____

Post Event in Show Directory (Circle One): Yes No

Function Type (Circle One): Internal/Sales Meeting Reception Meal Function
Other (Specify) _____

Room Set (Circle One): Classroom Theater Banquet Rounds Conference Style
Other (Specify) _____

Audio Visual Requirements: Order directly from PRG, LLC @ +1 888-844-4225 or tradeshow@prg.com.

Catering Requirements: Order directly from Carolina Convention Center @ +1 704-339-6050.

PAYMENT INFORMATION

Total Fees \$ _____ Payment Method* VISA MC AMEX Check (Payable to World of Asphalt)

Credit Card Number _____ Expiration Date _____ Signature _____

***Please Note: Reservations are not processed until payment is received. There will be no refunds for functions cancelled after January 30, 2012.**