

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 by 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:

Event Services Department
6737 W. Washington Street, Suite 2400
Milwaukee, WI 53214-5647
Email: rkettlewell@aem.org; Fax: +1 414-272-2672; Phone: +1 414-298-4136

CONTACT INFORMATION – Please type or print legibly.

Exhibitor/Affiliate Group Name

Contact Name	Phone	Email
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FUNCTION INFORMATION

Function Name	Number of Attendees
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Day(s)/Date(s)	Start Time	End Time
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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 from PRG, see exhibitor services manual.

Catering Requirements: Order from Aramark, see exhibitor services manual.

Internet/Phone Requirements: Order from SmartCity, see exhibitor services manual.

PAYMENT INFORMATION

Total Fees \$ _____ **Payment Method*:** preferred payment is by Check (Payable to World of Asphalt)
If paying by VISA, MC, AMEX either fax in credit card information or call (414) 298-4136 with information.

Credit Card Number	CSV	Expiration Date	Zip code of card	Signature
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***Please Note: Reservation will not be processed until payment is received. There will be no refunds for functions cancelled after February 4, 2018.**