

Meeting Space Request Form

Please complete this form and return to cebbe@viva-foundation.org. Space assignments will be confirmed in September and will be based on availability.

10x10, 10x20, and 20x20 meeting rooms on the exhibit floor will be available Tuesday and Wednesday from 7:30am – 4pm. The exhibit hall is closed on Thursday.

Once your meeting time has been confirmed and your room assigned, a catering manager from the Wynn will be assigned to you, as well as contacts for AV, furniture, and electrical support.

Meetings may not take attendees or faculty away from the conference during educational session times.

Company name: _____

Company representative: _____

Phone: _____ **Email:** _____

Purpose of meeting: _____

Date(s) requested: _____

If you don't need a full day, please indicate what times: _____

Requested rooms:

Exhibit Hall 10x10 Full-day rental fee: \$3000/day Half-day rental fee: \$1750/day

Exhibit Hall 10x20 Full-day rental fee: \$5000/day Half-day rental fee: \$2750/day

Exhibit Hall 20x20 Full-day rental fee: \$10000/day Half-day rental fee: \$5000/day

Intended for internal meetings or activities that require more space than a booth such as virtual reality or simulators. Sessions will not be allowed in these meeting rooms.

Other meeting space

Limited first-come, first-served options are available, and pricing is dependent on room size. Rooms will be assigned in September.

Room set: Classroom # of people _____
 Conference table # of people _____
 Theater # of people _____
 Other: _____ # of people _____