

### Meeting Space Request Form

Please complete this form and return to [marpin@viva-foundation.org](mailto:marpin@viva-foundation.org). Space assignments will be confirmed in September and will be based on availability.

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

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

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 \_\_\_\_\_