



2011 SHOT SHOW Application/Contract for Meeting Room

Office Use only	
Room(s) Assigned	_____
Time(s) Assigned	_____
Date(s) Assigned	_____

PLEASE NOTE:

- Meeting rooms are available on a first-come, first-served basis.
- This application does not guarantee meeting room space.
- Upon receipt of application and deposit, Exhibitor will receive notification of confirmation.
- **You must be an Exhibitor to participate. Exhibits are not permitted in meeting rooms.**

Company Name: _____ Booth No. _____ Customer ID# _____

Contact: _____ Title: _____

Telephone _____ Facsimile _____

E-Mail _____

Proposed Use of Room _____ No. of people attending _____

Room set-up, please check one: Theater Style Classroom Style Banquet Rounds Conference Style
 Other (Please sketch on attached meeting room diagram). All information will be supplied via the meeting room kit.

Please check what you need:

Podium Riser Headtable (For how many) _____

*Podium Microphone: Wired Yes No *Table Microphones: Yes No. Quantity: _____

Will you be ordering AV? Yes No Ordering catering? Yes No

Will you be ordering furniture from Freeman? Yes No

I am interested in the following dates: (Morning is 7AM to 11AM; Afternoon is 12:30PM to 6PM)

Sunday, January 16, 2011	full day or half day: morning	afternoon
Monday, January 17, 2011	full day or half day: morning	afternoon
Tuesday, January 18, 2011	full day or half day: morning	afternoon (Show days)
Wednesday, January 19, 2011	full day or half day: morning	afternoon (Show days)
Thursday, January 20, 2011	full day or half day: morning	afternoon (Show days)
Friday, January 21, 2011	full day or half day: morning	afternoon (Show days)

- Total full day sessions ___ @ \$1500-\$2000-\$2500+* (price subject to room size requirements)=\$ _____
- Total half day sessions ___ @ \$1000 - \$1250 - \$1500+*(price subject to room size requirements) = \$ _____
- Total for 5 days meeting package price 15% volume discount
- Total Contract Value/Total Due = \$ _____

PLEASE READ CAREFULLY: Fee includes rental costs, tables and chairs as provided by convention center, podium, riser/stage, and basic electric, water for head table and podium, and ID sign. All other goods and services such as catering, audio/visual, microphones, and easels etc. must be ordered & paid for by the exhibitor.

Following this application a meeting room kit will be e-mailed to you for additional services with phone and contact names. **All room set-up requirements must be submitted to Michele Oppenheimer. A total of 100% is due & must accompany this order. Applications will not be accepted without appropriate payment. This is a non-cancellable agreement.**

Signature _____ Date _____

Please return this form via fax to (203) 840-9445. We will notify you with your room options and assignments once we have a released block for rent.

TERMS: Payment is due in accordance with the payment schedule on page one of the Application & License Agreement for Exhibition Participation. When advertising and promotional opportunities are reserved after the 100% due date, payment will be due in full with initial invoice. Rates are net and non-commissionable. All reservations with signed insertion orders are non-cancelable and non-refundable. In the event of cancellation, the advertiser is responsible for full payment. Management has the right to offer new products or positions throughout the Show cycle that may not be listed on this form. Ads with coupons will not be accepted.

CHECKS SHOULD BE MADE PAYABLE TO: National Shooting Sports Foundation, Inc., P.O. Box 7247-7586, Philadelphia, PA 19170-7586

