



Seminar / Meeting Room Request Form

Meeting space is located on the 2nd level of the Duke Energy Convention Center. All rooms are secure and include tables, chairs and podium inclusive of the rental fee.

Rental fees are non-refundable and billed at \$500 per day. Full payment is due at booking.

Company Name:

Booth#:

Contact:

Phone#:

Final seminar times will be at the discretion of Show Management

Seminar/Mtg Name:

Date(s) Requesting:

Begin Time:

End Time:

Room Set:

Theatre
(Chairs Only)

Conference
(Round Table w/Chairs)

Classroom
(18" Tables w/ Chairs)

Head Table: Yes / No

Podium only: Yes / No

Expected Attendance:

On-Site Contact:

Cell phone #:

Write a short description of your seminar/meeting here:

Would you like this information added to the 2017 V-Twin Expo Web Site & Show Guide?

Yes / No

Billing - Please fill in your credit card information below or send check and form to:
Reaction Management, Inc. , 9040 Foxline Drive, Corcoran, MN 55340

Credit Card Number:

Exp:

Name on Credit Card:

CID#

Billing Address:

Authorized Signature:

Amount Due:

NOTE: All additional requirements, beyond what is listed above, including but not limited to food and beverage, audio visual, signage, marketing and promotions, are the responsibility of your company.

Please contact the following suppliers directly if additional services are required.

Food and Beverage -- SPECTRA

513-419-7253

Audio Visual -- PRESTIGE AUDIO VISUAL

513-641-1600

Approved Signature:

Date:

Please fax this completed form back to Show Management
Fax: 763-645-8062 Phone: 763-420-8609