



#SLA2018

2018 Annual Conference | June 9-13 | Baltimore, Maryland

SLA 2018 Exhibitor Meeting Room Request Form

This is a meeting room request form. Please complete all requested information. Failure to provide full and accurate information will delay the processing of your meeting room request. SLA will confirm your meeting day and time upon receipt of your completed form. **Deadline to submit request form May 18, 2018.** (Based on availability).

COMPANY INFORMATION

Company Name: _____

Company: _____

Address: _____

Telephone _____ Mobile: _____

E-mail: _____

Onsite Contact Name: _____ Onsite Phone Number: _____

Room Availability Schedule (*SLA will confirm time)

Monday, June 11	Tuesday, June 12	Wednesday, June 13
7:30 a.m. – 8:30 a.m.	7:30 a.m. – 8:30 a.m.	7:30 a.m. – 8:30 a.m.
8:30 a.m. – 9:30 a.m.	8:30 a.m. – 9:30 a.m.	8:30 a.m. – 9:30 a.m.
9:30 a.m. – 10:30 a.m.	3:30 p.m. – 4:30 p.m.	1:30 p.m. – 2:30 p.m.
2:30 p.m. – 3:30 p.m.	4:30 p.m. – 5:30 p.m.	3:30 p.m. – 4:30 p.m.
3:30 p.m. – 4:30 p.m.		
4:30 p.m. – 5:30 p.m.		

1st Choice (Day & Time) _____

2nd Choice (Day & Time) _____

3rd Choice (Day & Time) _____

Meeting Room Fees

___ Staff Meeting, 60 Min \$1,200 Baltimore Convention Center

___ Staff Meeting, 30 Min \$700 Baltimore Convention Center

___ AV Package \$1,100 (Screen, Projector, Computer, Microphone)

___ AV Package \$200 (Podium and Microphone Only)

Please note: Should you be interested in hosting your meeting elsewhere SLA approval is required and pricing is subject to change.

Non-Conflict Times (Rooms not available during these times)

Monday, June 11	Tuesday, June 12	Wednesday, June 13
10:30 a.m.–12:00 p.m. (Opening General Session)	10:00 a.m.–10:30 a.m. (INFO-EXPO Break)	11:30 a.m.–1:30 p.m. (Competition in The Park)
12:00 p.m.–2:00 p.m. (Lunch-INFO-EXPO)	12:30 p.m.–1:30 p.m. (INFO-EXPO Break)	
5:30 p.m.–7:00 p.m. (Opening Reception)	3:00 p.m.–3:30 p.m. (INFO-EXPO Break)	

Total Amount Enclosed/Payment

Please enter the total amount for meeting space request. Fees are payable in U.S. dollars only.

Meeting Room Subtotal \$ _____

Total Amount Enclosed \$ _____

Payment Options

Accepted payment options are American Express, MasterCard, and VISA.

E-mail your completed form to industrypartners@sla.org or call 703.647.4900 with questions.

Charge my:

___ American Express ___ MasterCard ___ Visa

Card Number _____

Exp. Date (MM/YY) _____

Name on Card _____

CVV _____

Billing Address _____

Signature _____

Date _____