

Please utilize this form for any meeting room or hospitality suite requests for dates over the course of the Inside Self Storage event. Only 2019 exhibitors, approved affiliated groups, and registered attendees may host meetings and/or hospitality functions either within the convention center or within one of the official hotels.

Rules and Regulations:

- Meeting Rooms/Hospitality Suites are only available to 2019 exhibiting companies, approved groups & registered attendees. All requests for a hospitality suite or public function space must be made through Informa Exhibitions.
- All people attending the function MUST be registered for the 2019 show for ISS.
- All meeting requests must be approved by Show Management and not held during the dates and hours listed below.
- No product may be displayed in any meeting room/hospitality suite or venue off of the show floor.
- Exhibitors may not submit a request on behalf of another division or any other company.
- Space cannot be sublet or shared with another company/group. Approved groups (exhibitors, attendees, etc.) may not permit employees of non-exhibiting companies to use their space for any selling purposes.
- Meetings, tours or other events that might reasonably be expected to draw attendance away from the trade show floor or other official show events are prohibited.
- Once approved, all catering, A/V, room set change fees, key lock changes, etc. are to be made through the venue (not Show Management) and are at the exhibitor's/contracting party's expense.
- Once approved, any changes to your function will need to be resubmitted for approval. Not submitting changes may result in the cancellation of your event. No refunds will be given.
- Failure to abide by the Meeting Room/Hospitality Suite rules may result in the cancellation of your event, and loss of future meeting room privileges. Show management is not responsible for any cancellation fees associated with your event.

Procedure for Requesting Meeting Space:

1. Read all guidelines, rules and regulations.
2. Complete the attached request form and submit it to Jennifer.Holden@Informa.com for approval.
3. Do NOT send your request to or contact the convention center or hotel directly. They have been instructed not to release space without the approval of Show Management.
4. If your meeting request is approved and space is assigned at the location requested, payment must be received within 72 hours.
5. If your meeting request is approved, we will notify your requested space so you can proceed with planning your meeting.

Dates and Times for Meetings and Functions:

Meeting Space & Hospitality Suites may NOT occur during the following dates and hours:

Monday, April 1 st , 2019	8 a.m. - 5 p.m.
Tuesday, April 2 nd , 2019	8 a.m. - 5 p.m.
Wednesday, April 3 rd , 2019	8 a.m. - 5 p.m.
Thursday, April 4 th , 2019	8 a.m. - 5 p.m.

Cancellation of a meeting room must be received in writing by March 4th, 2019. Cancellations received after this date are non-refundable. Cancellation of exhibit booth space will automatically result in cancellation of your meeting room. No refunds will be given.

Questions?

Contact Jennifer Holden, Operations Manager, at Jennifer.Holden@informa.com or 972-536-6304

Contact Information

Exhibitor/Affiliate Group Name _____ Booth #(s) _____

On-Site Contact _____ On-Site Contact Cell _____

Email _____ Office Phone _____

Function Information

Function Name _____

Function Type: (no product demonstrations permitted)

Meeting

Reception with food and beverage

Total # in attendance _____ How many non-exhibitors (Show Attendees) will be present? _____

Event Date _____ Start Time _____ End Time _____

Type of Space Desired:

Meeting Room at Hotel

Hotel Suite

Private Room at Restaurant

Do you require A/V? _____

Room Set (check one): Classroom Theater Banquet Hollow Square U-Shape

By completing and returning this form, the signing party agrees to host their hospitality function/suite in such a manner that it does not conflict with the activities or events mentioned above.

Contact Name _____

Contact Signature _____

Date _____

Submit form to:

Jennifer Holden, Operations Manager at Jennifer.Holden@Informa.com 972-536-6304