



EMS World Expo Affiliate Group Functions

Please complete one form for each function requested.

Submit the completed form along with credit card payment information to Kristen Brahier at kbrahier@hmpglobal.com. **All forms must be received by July 12, 2024.** Confirmation email will be sent when event/space is approved. Credit card will be processed at that time. If function is canceled, fees are non-refundable.

Please Note: Affiliate group functions are generally not allowed to be scheduled during educational sessions.

Company Information:

Company Name: _____ Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Description of Event:

Name of Meeting/Event: _____

Type of Function: Meeting Other _____

Number of Attendees: _____

Room Set: U-shape Hollow Square Conference Other _____

Will You Require Catering: Yes No *This information will be used to assist in determining your space needs.*

Will You Require AV: Yes No *This information will be used to assist in determining your space needs.*

Date:

Time:

- Monday, September 9
- Tuesday, September 10
- Wednesday, September 11
- Thursday, September 12
- Friday, September 13

Start: _____ AM / PM

End: _____ AM / PM

Meeting Space Fees:

½ day - \$500

Full day - \$1000

½ day rental is up to 4 hrs. Fees do NOT include audio video equipment or catering. Contact information for these services will be provided upon receipt of payment.

Payment Method:

Select credit card type: VISA MasterCard AMEX Discover

Credit Card # _____ Exp. Date: _____ Security Code: _____

Name on Card: _____

Billing Address: _____

Authorized Signature: _____ Date: _____

Show Management Only:

Date Received: _____ Approval: _____ Fee: _____ Room: _____