



FUNCTION SPACE REQUEST FORM

DEADLINE: March 15, 2018

In order to host an event at the World Congress and/or obtain meeting space at one of the hotels in the World Congress room block, your event must be cleared through the Show Office. To get clearance, please complete this form and return via fax or email to the Show Office. Once approved, you will receive notification from Show Management and you may proceed with making arrangements directly with the hotel or off-site venue. The Show Office will communicate with each hotel as to which events have been cleared.

SPACE IS EXTREMELY LIMITED.

Hotel function space will not be released to exhibitors without Show Management's prior approval. Exhibitors are responsible for contacting the hotel to secure space subsequent to obtaining such approval.

Meeting space may not be requested for educational or marketing activities aimed at meeting registrants other than as part of an official World Congress program. Social/hospitality events held during non-program hours must not be in conflict with any official meeting events, including scientific sessions and social events, and must be cleared through the Show Office by use of this form. Failure to do so may affect eligibility to exhibit in future years. Please see page 20 of the Exhibitor Prospectus for the Policy on Exhibitor Hosted Events.

Complete one form per event. If you require more than one form, please copy blank form prior to completion.

COMPANY INFORMATION:

Company Name: _____

Contact Person: _____

Telephone: _____

Fax: _____

E-mail Address: _____

FUNCTION INFORMATION:

Type of Function (Sales Meeting, Hospitality, etc.): _____

Date of Function: _____ Start Time: _____ End Time: _____

Number of Attendees: _____

ROOM SET PREFERENCE if held at a hotel (check one):

- Conference
- Theater
- Schoolroom
- U-shape
- Rounds

PLEASE SELECT YOUR HOTEL PREFERENCE:

- Sheraton Seattle
- Grand Hyatt Seattle
- Hyatt Olive 8
- Other off-site venue _____

Once you have received approval, please contact the appropriate hotel directly. You will be provided with the appropriate contact information.

- Approved**
- Not Approved**

Signature of Show Manager verifies approval status

Policy for Exhibitor Hosted Events

Neither exhibitors nor their representatives may sponsor, host or participate in any educational or marketing activities aimed at meeting registrants other than as part of an official exhibit or meeting program beginning Wednesday, April 11 at 7:30 am and ending Saturday, April 14 at 3:00 pm. **If there is an official meeting activity taking place, including educational activities, exhibit viewing, or social activity, exhibitors are not permitted to host activities during those times.**

Exhibitors may host social events, meetings, or educational activities, with approval of Show Management at the following times:

- Wednesday, April 11, after 7:30 pm**
- Thursday, April, prior to 7:30 am**
- Thursday April 12, after 7:30 pm**
- Friday, April 13, prior to 7:30 am**
- Saturday, April 14, prior to 8:00 am**

Please return form to shelley@sages.org
For more information, contact Shelley Ginsberg
PHONE: 310 437-0544 ext. 111 ● FAX: 310-437-0585