

2007 Sales Meeting Reservation Form

The ability to attend multiple sales meetings in one location is a top reason that distributors attend the School Equipment Show. Take advantage of this great opportunity to save travel costs by planning for your sales meetings in conjunction with the show.

Initial Meeting Room Assignment:
November 28, 2006

To Reserve a Meeting Room:

Fill out this form and mail or fax it with payment to NSSEA at the address listed at the bottom. There is no deadline for reserving a meeting room. However, space is limited and rooms will be assigned by receipt date of the reservation form with payment. Receipt of the reservation form does not guarantee a meeting room. Photocopy this form for each meeting requested. To have your sales meeting listed (if requested) in the Show Program, your reservation must be received by November 28, 2006. You will receive a confirmation of your meeting room after assignment.

Fee: \$100 per hour or portion thereof

This fee includes room sign identification, a listing in the Show Program (if requested and received by November 28, 2006), and the initial room setup. Changes to the requested room setup after room assignment will be subject to Convention Center room re-set costs. Any additional services such as audiovisual, food, and beverages can be ordered and will be billed separately by the authorized supplier of that service. Supplier information will be included in the Exhibitor Service Manual.

COMPANY NAME

CONTACT PERSON

ON-SITE CONTACT

PHONE

FAX

EMAIL

Sales meetings can be scheduled during the following times:

Wednesday, February 28 » 1:00–5:00 pm

Friday, March 2 » 7:00 am–Noon

Thursday, March 1 » 7:00 am–Noon

Requested Time/Date Preference

1st Choice – Date: _____ Start Time: _____ End Time: _____

2nd Choice – Date: _____ Start Time: _____ End Time: _____

3rd Choice – Date: _____ Start Time: _____ End Time: _____

Should this meeting be listed in the Show Program? Yes No

Is this sales meeting by invitation only? Yes No

*Room Set-Up: classroom theater rounds

*Expected attendance: _____

* Reservations will not be processed without both being specified. Rooms are assigned based on the expected attendance for the selected room set-up. Please advise if you will be using any large equipment, platforms, etc. that will require additional space so that we may try to accommodate you.

Payment

Enclosed is my check payable to NSSEA in the full amount of \$_____.

Or charge to my

Visa Mastercard Discover American Express

CARD NUMBER

EXP DATE

NAME AS IT APPEARS ON CARD

SIGNATURE

Please send payments to:

NSSEA
8380 Colesville Road, Suite 250
Silver Spring, MD 20910
Fax credit card payments to 301-495-7386

*If you have any questions about sales meetings,
please contact Joe Tucker at EMI at 877-991-7711.*