



2012 Western Veterinary Conference
Request for Private Meeting Space

Company Name _____ Booth # _____

Contact Person for Meeting Arrangement _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Purpose of Meeting:

- | | |
|--|---|
| <input type="checkbox"/> Non-profit Association Business Meeting | <input type="checkbox"/> Professional Seminar for Attendee Clients |
| <input type="checkbox"/> Internal Sales Meeting | <input type="checkbox"/> Commercially Oriented Seminar for Attendee's |
| <input type="checkbox"/> Press | <input type="checkbox"/> Board Meeting |
| <input type="checkbox"/> Other _____ | |

Date _____ Start Time _____ End Time _____

Anticipated number of guests _____ AV Equipment Yes No Food & Beverage Yes No

Room set-up:

- | | | |
|--------------------------------------|---|---------------------------------|
| <input type="checkbox"/> Theater | <input type="checkbox"/> Classroom | <input type="checkbox"/> Rounds |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Reception/Buffer Style | |
| <input type="checkbox"/> Other _____ | | |

Will you need audiovisual and/or technician support? If yes, additional fee(s) may apply.

_____ Yes _____ No

Please note the following:

- Please complete form and fax to Jill Pierce as soon as possible (Fax # 702.739.6420).
- All space requested must be approved in advance by the Western Veterinary Conference.
- We will do our best to find space for your meeting. If we have no inventory left we will refer you to the catering department and they might be able to help you find space for your event.
- Cancellation policy applies and will be determined by the hotel.
- A room set up or rental fee may apply.
- Please contact Jill Pierce at jill@wvc.org or 866.800.7326 with any questions.
- If you are interested in renting space within the Exhibit Hall, please contact Joel Altman at joel@wvc.org or 866.899.7326.

FOR WVC USE ONLY

Approved by: _____ Date: _____

Assigned by: _____ Hotel: _____ Room: _____