

CMC³ South; Friday, March 2, 2012
Exhibitor Pre-Conference Workshop Details Form
Fill in detailed event information in grid below. Please fill out one grid for each event.

Company Name	
On-Site Contact Name & Telephone	

Date:	Meeting Start & End Time:	Post name of meeting on Hotel signage as:

Room Set-Up	Audio Visual	
<input type="checkbox"/> # of People <input type="checkbox"/> Conference Style <input type="checkbox"/> U-Shape <input type="checkbox"/> Hollow Square <input type="checkbox"/> Rounds <input type="checkbox"/> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> 2 ppl. per 6' <input type="checkbox"/> 3 ppl. per 6' <input type="checkbox"/> Head Table for <input type="text"/> ppl. <input type="checkbox"/> Lectern <input type="checkbox"/> Pads & Pens on Tables	<input type="checkbox"/> Meeting Room Projection Package (3K LCD Projector, Screen, Cart, Cable & Power) <input type="checkbox"/> Presentation Support Package (Tripod Screen, Cart, Cable & Power) <input type="checkbox"/> Flipchart Package - <input type="checkbox"/> Laser Pointer - <input type="checkbox"/> Lectern Microphone <input type="checkbox"/> Wireless Microphone, Lavalier or Handheld - <i>*Prices determined by Presentation Services. Prices subject to service charge & tax.</i>	

Miscellaneous Items

Power Strip - \$25 each Extension Cord - \$25 each

(Please indicate your preferred set-up location of the above items. Power is included in the Audio Visual Projection & Support Packages)

No Catering required for the above meeting

Catering Required (See below for meal types):

<p>Breakfast</p> <input type="checkbox"/> Continental Breakfast <input type="checkbox"/> Plated Breakfast <input type="checkbox"/> Breakfast Buffet <p>Lunch</p> <input type="checkbox"/> Deli Buffet <input type="checkbox"/> Hot Plated Entrée <input type="checkbox"/> Cold Plated Entrée <input type="checkbox"/> Hot Luncheon Buffet	<p>Dinner</p> <input type="checkbox"/> Plated Entrée <input type="checkbox"/> Dinner Buffet <p>Reception</p> <input type="checkbox"/> Hors d'oeuvres <input type="checkbox"/> Hosted Bar <input type="checkbox"/> Cash Bar <p>Breaks</p> <input type="checkbox"/> AM Breaks <input type="checkbox"/> PM Breaks
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*Catering Menus will be provided by the hotel staff once we know it is needed.
 Food & Beverage items will be subject to service charge and tax.*