

**CMC<sup>3</sup> South; Friday, February 22, 2013**  
**Exhibitor Pre-Conference Workshop Details Form**  
*Fill in detailed event information in grid below. Please fill out one grid for each event.*

<b>Company Name</b>	
<b>On-Site Contact Name &amp; Telephone</b>	

<b>Date:</b>	<b>Meeting Start &amp; End Time:</b>	<b>Post name of meeting on Hotel signage as:</b>

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"/> <b>Meeting Room Projection Package</b> (3K LCD Projector, Screen, Cart, Cable & Power)  <input type="checkbox"/> <b>Presentation Support Package</b> (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 &amp; tax.</i>	

**Miscellaneous Items**

<input type="checkbox"/> Power Strip	<input type="checkbox"/> Extension Cord
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(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):**

<b>Breakfast</b>  <input type="checkbox"/> Continental Breakfast <input type="checkbox"/> Plated Breakfast <input type="checkbox"/> Breakfast Buffet  <b>Lunch</b>  <input type="checkbox"/> Deli Buffet <input type="checkbox"/> Hot Plated Entrée <input type="checkbox"/> Cold Plated Entrée <input type="checkbox"/> Hot Luncheon Buffet	<b>Dinner</b>  <input type="checkbox"/> Plated Entrée <input type="checkbox"/> Dinner Buffet  <b>Reception</b>  <input type="checkbox"/> Hors d'oeuvres <input type="checkbox"/> Hosted Bar <input type="checkbox"/> Cash Bar  <b>Breaks</b>  <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.*