

# HALLOWEEN & PARTY EXPO

Houston TX • Jan 28-31, 2012

## MEETING SPACE REQUEST FORM

***Fax to 866.826.0250 by November 21st***

During the show, we know many companies need to schedule sales meetings or group events. Therefore, we have contracted a variety of meeting rooms with the George R. Brown Convention Center. If you are interested in reserving meeting space, please fill in the information below and include as many details as possible in the NOTES section.

**PLEASE NOTE:** Meeting times and dates are subject to approval by show management in an effort to keep attendees on the show floor during Expo hours.

**Meeting Space Charges** (*catering and/or audio visual equipment are not included in the room fees*):

- 20+ booths - Free
- 16-19 booths - \$500/day/room
- 11-15 booths - \$1,000/day/room
- 6-10 booths - \$1,250/day/room
- 1-5 booths - \$1,500/day/room

Once the completed form is returned via fax or email to [Caitlin@HalloweenPartyExpo.com](mailto:Caitlin@HalloweenPartyExpo.com), an invoice for meeting costs will be emailed to the main contact. If you need more than one size room or multiple setups, please fill out one form for each room or setup. For questions contact [Caitlin@HalloweenPartyExpo.com](mailto:Caitlin@HalloweenPartyExpo.com).

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**Main Contact(s) for Meeting(s):**

**Email(s):**

**Work Phone:**

**Cell Phone** (*for onsite purposes only*):

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**Date(s) Needed:**

- Wednesday, January 25
- Thursday, January 26
- Friday, January 27
- Saturday, January 28
- Sunday, January 29
- Monday, January 30

**Hours Needed:**

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**# of Individuals  
Attending:**

\_\_\_\_\_

**Requested Room Setup:**

- Theater
- Classroom
- Banquet (Tables of 10)
- Hollow Square
- U-Shape
- Conference
- Other (Please explain in the Special Request area)

**Catering:**  Yes  No

(Catering is an additional cost.)

**Audio Visual:**  Yes  No

(Audio Visual is an additional cost.)

**Special Requests / Notes:**

*If more space is needed, please add another page.*