



Request for an Ancillary Meeting Room

The National Automatic Merchandising Association (NAMA) is currently accepting meeting room requests from groups planning to hold a meeting and/or event in conjunction with Coffee, Tea & Water in Las Vegas.

Requesting Your Meeting Room:

- The rooms are large. Each is over 1,000 square feet and can easily accommodate up to ten rounds of six.
- The room rental fee is: \$1,000 full day (Monday or Tuesday) or \$3,000 run of show (Monday, Tuesday, & Wednesday)
 - Monday, November 14 7:30 am – 4:00 pm
 - Tuesday, November 15 7:30 am – 5:30 pm
 - Wednesday, November 16 7:30 am – 1:00 pm
- Educational Sessions, General Sessions and Exhibit Hall hours are to remain unopposed. No other programming – educational or social, sponsored by an affiliate or corporate partner – may be scheduled at the same time as these programs.
- Meeting space is limited and will be assigned on a first-come, first served basis.

Deadline Dates:

- All meeting requests should be received by Deb Pruett at dpruett@namanow.org by October 14, 2022.
- Any cancellation received after November 1st, will forfeit a \$100 administrative fee.
- There will additional fees applied by the facility for AV, Food & Beverage, Internet Connection, etc.

| | |
|-----------------------------------------------------------------------------------|-------------------------|
| Name of Meeting (for sign): | |
| Company: | |
| Meeting Room Contact: | |
| Full Address: | |
| Phone Number: | |
| Email Address: | |
| Meeting Date: | |
| Meeting Start & End Time: | |
| Number of Participants Expected: | |
| Preferred Room Set –Up: <i>(Conference, U-Shape, Classroom, Rounds)</i> | |
| A/V Needed | _____ Yes _____ No |
| Food & Beverage Needed | _____ Yes _____ No |

If you plan to rent a room for multiple days, **please complete a separate form for each day**. Once all information is returned, you will be notified of your assigned meeting room, and given information on how to order audio-visual and catering if needed. These items are not included in the room rental fee.

A Credit Card Authorization Form is attached for the room rental payment. Please complete this form and forward to NAMA's Sales Coordinator at 678.391.9960.

We are very pleased that your group will be meeting in conjunction with Coffee, Tea & Water 2022.

If you have any questions, please contact:

Deb Pruett
770.432.8410 x 100
dpruett@namanow.org

IMPORTANT INFORMATION! F&B CREDITS AVAILABLE:

You must pay for your room rental in full in order to obtain a post-show F&B credit.

- 1) If booking a meeting room for run of show at \$3,000 -- Cost of room will be reduced up to a max of \$3,000 for F&B totals over \$3,000. For example, if your F&B spend is \$4,500 (excluding taxes and service fees) for all three days, you will receive a post-show credit of \$1,500 against the cost of room, for a final room cost of \$1,500. Additional services, i.e., A/V, custom furniture, are the responsibility of the sponsor. F&B Credit capped at \$3,000 on run of show room rentals.
- 2) If booking a meeting room for one day at \$1,000 -- Cost of room will be reduced up to a max of \$1,000 for F&B totals over \$1,000. For example, if your F&B spend for one day is \$1,000 (excluding taxes and service fees), you will receive a post-show maximum credit of \$1,000 for a final one-day room cost of \$-0-. Additional services, i.e., A/V, custom furniture, are the responsibility of the sponsor. F&B Credit capped at \$1,000 per day on one-day room rentals.



Credit Card Authorization Form

Name Shown on Card: _____

Billing Address on Card: _____

Name of Purchaser: _____

Company Name: _____

Amount: _____

Notes/Comments: _____

Charge my: Visa MasterCard American Express

Card # _____

Signature as Shown on Card: _____

Expiration Date: _____

3 Digit Security Code: _____

Please fax credit card information to 678.391.9960.