

**LBM EXPO '18 | Wednesday, Feb. 14 - Friday, Feb. 16, 2018**

# EXHIBITOR FUNCTION ROOM REQUEST



## FUNCTION ROOM REQUEST - EXHIBITING NRLA MEMBERS ONLY

Function Rooms will only be available on a first-come first-served basis to exhibiting companies that are members in good standing.

**Company:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Booth Number of Exhibiting Company:** \_\_\_\_\_

### Date(s) Requested:

Tuesday, Feb. 13, 2018       Wednesday, Feb. 14, 2018       Thursday, Feb. 15, 2018       Friday, Feb. 16, 2018

### Rooms are available at the Rhode Island Convention Center.

Rooms should hold \_\_\_\_\_ people for a:  conference-style meeting     classroom-style meeting    ...  reception

### Prices:

1/2 Day Rental - \$400       1 p.m. - 5 p.m.       8 a.m. - 12 p.m.       Full Day Rental - \$600  
 Evening Rental - \$600 (after 5 p.m.)       24-hr. Rental - \$800

Rooms will not be assigned or confirmed until full payment is received.

### Regulations governing the use of function rooms

Use of rooms in the Rhode Island Convention Center (RICC) are limited to hours that the RICC is open. We agree to pay NRLA the rental fee designated above per day/evening. No agreement forms will be accepted without full payment. No products or freestanding displays of any kind will be allowed. Any charges incurred for food, beverage, rental of equipment, furniture, etc. are to be paid by the undersigned. Any damages that may occur while the room is in use by the undersigned will be the responsibility of the undersigned. Assignment of rooms will be done on a first-come, first-served basis from the inventory of unoccupied rooms after the convention program schedule has been finalized. NRLA reserves the right to reassign rooms based on the needs of the convention. Payment is due in full with reservation form.

I agree to the above stated regulations:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Method of Payment: (Check One)

**Check or Money Order** (payable to NRLA) **Check in the amount of:** \_\_\_\_\_ **Check number:** \_\_\_\_\_

**Credit Card:**  VISA  MasterCard  Amex  Discover Payment Amount \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **Security Code #:** \_\_\_\_\_

(A three digit code either on the front of AMEX card or in the signature box on MasterCard, VISA, or Discover.)

**Name on Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUBMIT FORM WITH PAYMENT IN FULL TO THE NRLA, 585 N. GREENBUSH RD., RENSSELAER, NY 12144**

**For office use only:** Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Room: \_\_\_\_\_

[www.lbmexpo.com](http://www.lbmexpo.com)

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