



Application & Contract for Private Exhibitor Meeting Room

In order to reserve a Private Exhibitor Meeting Room, this application and contract must include full payment. Only confirmed 2019 exhibitors whose exhibit space is paid in full are eligible to rent a Private Exhibitor Meeting Room. Quantity and times are limited and rooms are assigned on a first come, first assigned basis. Once this application has been received and processed, you will receive your meeting room assignment and additional details.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Exhibiting Company Name: _____

I, an authorized representative of the above exhibiting company, hereby submit this application for a Private Exhibitor Meeting Room at the SNA 2019 Annual National Conference in St. Louis, Missouri. The company listed on this application is a contracted exhibitor and agrees to comply with all the policies, rules, and regulations contained in the Exhibitor Service Kit.

Signature: _____ Date: _____

Private Exhibitor Meeting Room Cost & Inclusions

Rental fees are \$2,000 per day or \$500 per 2-hour slot. If more than 16 hours are reserved, a 10% discount will be applied to your total rental fee. Included in the cost of rental is: a 1300-sq. ft. meeting room with a locking door; company sign outside room; 8 large round tables to accommodate up to 80 people; wastebasket; and an assigned volunteer at a table outside the room to ensure your company's exclusive use during your rental period. **Payment in full must accompany this application.**

It is the responsibility of the exhibitor to arrange and pay for additional items such as electrical, internet, A/V, food & beverage, and alternative room sets. Contact information for the approved vendors at the America's Center Convention Complex will be included in your rental confirmation.



Private Exhibitor Meeting Room Request

Full Day (8 hours) \$2,000

2-Hour Slot \$500

<p>Saturday, July 13th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm</p>	<p>Monday, July 15th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm</p>	<p>Wednesday, July 17th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm</p>
<p>Sunday, July 14th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm</p>	<p>Tuesday, July 16th <input type="checkbox"/> Full Day <input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:30am-12:30pm <input type="checkbox"/> 1:00pm-3:00pm <input type="checkbox"/> 3:30pm-5:30pm</p>	

Total Number of Hours: _____ **Total Rental Fee (less 10% if applicable):** _____

Method of Payment

Visa MC Amex Discover Check made payable to SNA, attached

Name on Card: _____

Card Number: _____ Exp: _____ Security Code: _____

Cardholder Signature: _____

Scan and email mbildhauer@schoolnutrition.org or mail to:

School Nutrition Association
 Attn: Melony Bildhauer
 120 Waterfront Street, Suite 120
 National Harbor, MD 20745

Questions?

Melony Bildhauer | mbildhauer@schoolnutrition.org | (301) 686-3127