



Closets & Home Organization Conference & Expo™
February 27 – 29, 2008
Palm Beach Convention Center
West Palm Beach, Florida

Meeting/Function Space Request

The CLOSETS & HOME ORGANIZATION CONFERENCE & EXPO™ will have a limited number of rooms available for meetings and social events at the Palm Beach County Convention Center. These events cannot conflict with any other CLOSETS official functions. Based on the information you provide on this form, we will make every attempt to match your needs with rooms already set or equipped the way you need. A charge of \$500 per meeting space request must be paid in full at the time of request. This charge is non-refundable for cancellations. Charges for food, beverage and AV equipment are your responsibility and payment for these services will be made directly with the facility.

Once we have made room assignments for official conference sessions, meetings and events, we can then assign rooms for affiliate functions. You will be sent a confirmation and ordering information if applicable after assignments have been made.

Function Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Available Time Slots: [ ] Wed. 2/27; 8-10 AM [ ] Wed. 2/27; 7-9 PM [ ] Thur. 2/28; 7-8 AM
[ ] Thur. 2/28; 5-7 PM [ ] Fri. 2/29; 7-8 AM [ ] Fri. 2/29; 12-2 PM

Function Type: [ ] Meeting [ ] Meal Function [ ] Reception

Room Set: [ ] Conference [ ] Rounds [ ] Cocktail Rounds [ ] Other \_\_\_\_\_

Do you want this function listed in the Final Program? [ ] Yes [ ] No

Food & Beverage: Menus and ordering information will be sent with your confirmation.
[ ] No food or beverage needed [ ] Breakfast [ ] Dinner [ ] Snacks
[ ] Coffee service only [ ] Lunch [ ] Reception [ ] Other: \_\_\_\_\_

Audiovisual (AV) Requirements: Ordering information and prices will be sent with your confirmation.
[ ] No AV needed [ ] LCD projector/Screen [ ] Internet access [ ] Microphone – Qty: \_\_\_\_\_
[ ] Sign Easel [ ] Flip Chart with Markers [ ] Podium [ ] Head table for \_\_\_\_\_
[ ] Other: \_\_\_\_\_

Payment: Make check payable to Vance Publishing or complete below for credit cards.
Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
Name on Card: \_\_\_\_\_

Contact Person:
Name & Company: \_\_\_\_\_
Address: \_\_\_\_\_
Phone, Fax & Email: \_\_\_\_\_

Return To: Tina Vickery, Meeting Planner
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Questions? Call 800-752-6312 x7922