



Meeting Room Request Form (at Las Vegas Convention Center)

National Mining Association (NMA) encourages exhibitors to hold meetings at the Las Vegas Convention Center during the Show. If you wish to reserve a meeting room, please complete the form below. There is no charge for the use of the room, but meeting space is limited and will be assigned on a first-come, first-served basis. The display of products and sale of products are strictly forbidden. Every effort will be made to accommodate your space and date request(s). Meeting rooms are available from September 15 – 26, 2008.

This form should be used for press briefings that are not open to all media.

TO RESERVE A ROOM, PLEASE COMPLETE THE FOLLOWING:

- Please include in the list of meetings that will be made public.
- Please **do not** include in the list of meeting that will be made public.

Company/Association: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Date of Meeting: _____ Estimated Attendance: _____

Preferred Time of Meeting and Expected Duration: _____

Purpose of Meeting: _____

Food Service Event:

- Yes No

Room Set:

- Classroom Banquet Rounds
 Hollow Square 'U' Shape
 Theater Other (please submit a diagram)

Other services in connection with your meeting room, such as food and beverage, audio visual, special furniture, telephones, etc., will be at your expense and your responsibility to order. Please consult the Exhibitor Services Manual for contacts for these services.

Return the form to: National Mining Association
Attn: Ashley C. West
101 Constitution Ave, N.W.
Suite 500 East
Washington, DC 20001
E-mail: awest@nma.org
Fax: 202-463-2665

NOTE: Forms must be received no later than August 4, 2008