

Please utilize this form for any meeting room or hospitality suite requests for dates over the course of the JLC LIVE New England event. Only 2019 exhibitors, approved affiliated groups, and registered attendees may host meetings and/or hospitality functions either within the convention center or within one of the official hotels.

## Rules and Regulations:

- Meeting Rooms/Hospitality Suites are only available to 2019 exhibiting companies, approved groups & registered attendees. All requests for a hospitality suite or public function space must be made through Informa Exhibitions.
- All people attending the function **MUST** be registered for the 2019 show.
- All meeting requests must be approved by Show Management and not held during the dates and hours listed below.
- **No product may be displayed** in any meeting room/hospitality suite or venue off of the show floor.
- Exhibitors may not submit a request on behalf of another division or any other company.
- Space cannot be sublet or shared with another company/group. Approved groups (exhibitors, attendees, etc.) may not permit employees of non-exhibiting companies to use their space for any selling purposes.
- Meetings, tours or other events that might reasonably be expected to draw attendance away from the trade show floor or other official show events are prohibited.
- Once approved, all catering, A/V, room set change fees, key lock changes, etc. are to be made through the venue (not Show Management) and are at the exhibitor's/contracting party's expense.
- Once approved, any changes to your function will need to be resubmitted for approval. Not submitting changes may result in the cancellation of your event. No refunds will be given.
- Failure to abide by the Meeting Room/Hospitality Suite rules may result in the cancellation of your event, and loss of future meeting room privileges. Show management is not responsible for any cancellation fees associated with your event.

## Procedure for Requesting Meeting Space:

1. Read all guidelines, rules and regulations.
2. Complete the attached request form and submit it to [Nicole.Becker@Informa.com](mailto:Nicole.Becker@Informa.com) for approval.
3. Do NOT send your request to or contact the convention center or hotel directly. They have been instructed not to release space without the approval of Show Management.
4. If your meeting request is approved and space is assigned at the Convention Center, payment must be received within 72 hours.
5. If your meeting request is approved at a hotel, we will notify your requested hotel so you can proceed with planning your meeting.

## Dates and Times for Meetings and Functions:

Meeting Space & Hospitality Suites may NOT occur during the following dates and hours of JLC LIVE:

Thursday, March 28, 2019	8:00 am - 5:00 pm
Friday, March 29, 2019	8:00 am – 6:00 pm
Saturday, March 30, 2019	9:00 am - 4:00 pm

## Pricing for Meeting Rooms at the Rhode Island Convention Center:

- \$350/hour with a three (3) hour maximum. This includes set up and dismantle time.
- Over three (3) hours is considered exhibit space and will be charged at the square footage rate of the exhibitor's current booth x room square footage x number of days. You will have the room for the entirety of the day if meeting is over three (3) hours. Time and cost will not be prorated.
- Cancellation of a meeting room must be received in writing by March 4, 2019. Cancellations received after this date are non-refundable. Cancellation of exhibit booth space will automatically result in cancellation of your meeting room. No refunds.

**Contact Information**

Exhibitor/Affiliate Group Name \_\_\_\_\_ Booth #(s) \_\_\_\_\_  
On-Site Contact \_\_\_\_\_ On-Site Contact Cell \_\_\_\_\_  
Email \_\_\_\_\_ Office Phone \_\_\_\_\_

**Function Information**

Function Name \_\_\_\_\_  
Function Type: (no product demonstrations permitted)  Meeting  Reception  
Total # in attendance \_\_\_\_\_ How many non-exhibitors (Show Attendees) will be present? \_\_\_\_\_  
Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Type of Space Desired**

Meeting Room at Convention Center (payment required)  
 Meeting Room at Hotel – Preferred Hotel \_\_\_\_\_  
 Hotel Suite - Preferred Hotel \_\_\_\_\_

**Payment of Convention Center Meeting Room**

For Meeting Room up to Three (3) Hours: Total number of hours \_\_\_\_\_ x \$350 per hours = \_\_\_\_\_  
For Meeting Room Over Three (3) Hours: Price per Square Foot \_\_\_\_\_ x \_\_\_\_\_ s.f. of meeting room = \_\_\_\_\_

By completing and returning this form, the signing party agrees to host their meeting/hospitality function/suite in such a manner that it does not conflict with the activities or events mentioned above.

Contact Name \_\_\_\_\_

Contact Signature \_\_\_\_\_

Date \_\_\_\_\_

**Important:** Please do not finalize your plans until your company's meeting room is confirmed by Show Management. Upon receipt of request, Show Management will contact you directly to discuss availability and will send an official confirmation once confirmed. By signing below, you are agreeing to all Rules and Regulations listed above and Show Management will cancel the meeting room for those that do not follow. Once payment is processed, there are no refunds.

Submit form to:

Nicole Becker ♦ Nicole.Becker@Informa.com ♦ 972-536-6413