

# 2009 SUMMER NAMM EVENT SPACE AT OFFICIAL HOTELS

Show Dates: **July 17-19, 2009**

Looking for something different? Ask us about suggestions for great off-site venues for your event.

## Hotel / Address / Miles to Convention Center

Courtyard by Marriott Downtown	170 Fourth Avenue	.21
Hampton Inn & Suites Downtown	310 Fourth Avenue	.49
The Hermitage Hotel	231 Sixth Avenue, North	.14
Hilton Nashville Downtown	121 Fourth Avenue, South	.1
Holiday Inn Express	920 Broadway	.35
Homewood Suites by Hilton	706 Church Street	.18
Renaissance Nashville Hotel	611 Commerce Street	Attached
Sheraton Nashville Downtown	623 Union Street	.25
Union Station Hotel	1001 Broadway	.39

Meetings & Events Department  
Phone: 760-438-8001

# 2009 SUMMER NAMM EXHIBITOR EVENT RESERVATION FORM

**Looking for something different?**  
Ask us about suggestions for great off-site venues for your event.

**Show Dates: July 17-19, 2009** \*Mandatory Fields

\*Company Name: \_\_\_\_\_ \*Member #: \_\_\_\_\_  
 \*Event Planner Contact Name (print): \_\_\_\_\_  
 \*Onsite Contact Name: \_\_\_\_\_ \*Onsite Cell Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip, Country: \_\_\_\_\_  
 \*Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \*e-mail: \_\_\_\_\_  
 \*Signature: \_\_\_\_\_  
 \*Venues of Choice: 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

NAMM's Meetings & Events staff is here to assist with your custom event planning!  
**NAMM is happy to accept your completed Exhibitor Event Reservation Form once you have submitted your Exhibit Space Application and deposit.**  
 Please type or print clearly, then fax your completed and signed Exhibitor Event Reservation Form to NAMM at:  
**760-438-9008.**  
 NAMM  
 Meetings & Events Department  
 5790 Armada Drive  
 Carlsbad, CA 92008  
 FAX: 760-438-9008  
 Phone: 760-438-8001  
 We will contact the chosen venues on your behalf to compare pricing and space availability to make certain you have the best options possible!  
**For more show information, visit: [www.namm.org](http://www.namm.org)**

\*Event Title: \_\_\_\_\_  
 \*Number of People: \_\_\_\_\_

**Please Check One:**  
 Published Event  
 Private Event by Invitation Only

**Office Use Only**  
 Exhibiting \_\_\_\_\_  
 Approved \_\_\_\_\_  
 Date \_\_\_\_\_

*Setup Begins:	Date:	Time:
*Event Begins:	Date:	Time:
*Event Ends:	Date:	Time:
*Dismantle Ends:	Date:	Time:
Notes:		
<b>*Event Type:</b>		<b>*Meeting Room Requirements:</b>
<input type="checkbox"/> Meeting	Microphone Type:	
<input type="checkbox"/> Reception	<input type="checkbox"/> AV Service	
<input type="checkbox"/> Concert - Sound Check & Rehearsal Time: ____:____	<input type="checkbox"/> Flip chart with easel and markers	
Type of Music:	<input type="checkbox"/> Whiteboard with markers	
Recording Concert: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LCD Projector and screen	
<input type="checkbox"/> Full Breakfast <input type="checkbox"/> Continental Breakfast	<input type="checkbox"/> Screen Only	
<input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner	<input type="checkbox"/> DVD player with monitor, remote	
<input type="checkbox"/> Coffee Service <input type="checkbox"/> Water Service	<input type="checkbox"/> Other	
<input type="checkbox"/> Other		
Special Requests:		

**\*Room Setup (please check preference)**

Conference Style  
 Large rectangular table, may seat up to 24.  
 For board meetings requiring idea exchanges.  
 Better than U-shape if no audio-visual equipment will be used.

Banquet Style  
 Round tables seating 8-10.  
 For dining, seminars or small-group discussions.

U-Shape  
 Rectangular tables shaped in a large "U." For board meetings requiring idea exchanges. Better than Conference Style if audio-visual equipment will be used.

Theater Style (no tables)  
 For lecture sessions requiring minimal note taking.  
 Head table to seat \_\_\_\_\_.

Classroom Style  
 6' rectangular tables (seating three each) in rows.  
 For lecture sessions that require note taking.  
 Head table to seat \_\_\_\_\_.

Reception  
 Cocktail rounds scattered throughout room.

Other  
 Please attach your own diagram of a preferred setup.

**IMPORTANT: NAMM must receive a valid Exhibit Space Application and deposit prior to processing Exhibitor Event Reservation Forms. Reservations will be accommodated on a first-come, first-served basis. Meeting room rates vary and may be negotiable. Your venue of choice will forward catering menus and specify deposit requirements. Neither the venues nor NAMM provide security or insurance for meeting rooms. Although every effort will be made to secure appropriate space for your request, NAMM is not responsible for noise interruptions created by neighboring events.**

Event space is reserved for Exhibitors who contract directly with NAMM for booth space on the show floor or club membership. Sharing companies are not eligible. Exhibitors may not submit a request on behalf of another division or any other company. Exhibitors agree not to schedule tours, meetings, or other events that might reasonably be expected to draw attendance away from the Trade Show during any part of the official Trade Show hours. Event space is assigned based on compliance with all rules and regulations. Non-observance of these rules will jeopardize the Exhibitor's ability to exhibit at future NAMM shows and may result in immediate termination of the Exhibitor's Exhibit Space Agreement, cancellation of Trade Show badges, and termination of the right to exhibit without any refund or other liability on the part of NAMM. If the company status changes as a NAMM Member or Exhibitor during this process, event requests are subject to change or cancellation. NAMM reserves the right to decline any or all applications for event requests.