

## CONTACT INFORMATION

Company Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Contact Name (print): \_\_\_\_\_ On-site Cell# \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I have read and understand the Terms and Conditions listed below.

Preferred Venue (in order of preference):

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Events may not be held during NAMM show hours: Thursday – Sunday 10:00AM – 6:00PM

## EVENT INFORMATION

Event Title: \_\_\_\_\_

Number of People: \_\_\_\_\_

Please Check One:  Published Event  Private Event by Invitation Only

Date Setup Begins: \_\_\_\_\_ Time: \_\_\_\_\_

Date Event Begins: \_\_\_\_\_ Time: \_\_\_\_\_

Date Event Ends: \_\_\_\_\_ Time: \_\_\_\_\_

Date Tear Down Ends: \_\_\_\_\_ Time: \_\_\_\_\_

Event Type : \_\_\_\_\_

Room Setup (please check preference):

Conference  U-Shape  Classroom  Other  
 Rounds  Theater  Reception

## MEETING ROOM REQUIREMENTS

Concert - Sound Check & Rehearsal Time: \_\_\_\_\_

Type of Music/Sound Level: \_\_\_\_\_

Recording Concert:  Yes  No

Breakfast  Reception  AV Equipment  Stage:  
 Luncheon  Other  Front Screen Projection Stage Size: \_\_\_\_\_  
 Dinner  Rear Screen Projection

Notes: \_\_\_\_\_

**NAMM will accept your completed Exhibitor Event Request Form once you have submitted your Exhibit Space Application with deposit.**

**PLEASE RETURN THE COMPLETED FORM VIA EMAIL TO MEETINGS@NAMM.ORG**

### OFFICE USE ONLY

Exhibiting \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

**TERMS AND CONDITIONS:** 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 a minimum of 200 square feet of booth space on the show floor. 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. Displaying product in any room is prohibited during 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 as a NAMM Member or exhibitor changes during this process, event requests are subject to change or cancellation. NAMM reserves the right to decline any or all event requests.