If you would like to host a networking function during the week of NFMT® 2019, please complete this form and upon approval by Event Management, your request will be submitted to the selected hotel/venue that you selected.

- Only companies exhibiting in NFMT® will be considered.
- The networking function and hours must be approved by Event Management before it is submitted to the hotel/venue of your choice. The hours must not interfere with Expo hours, Conference sessions, or other event activities.

**Event Schedule**

- **Tuesday, March 26**
  - Conferences: 8am – 12pm; Expo: 12pm – 4pm; Networking Party: 4pm – 5pm
- **Wednesday, March 27**
  - Conferences: 8am – 11:30am & 3:45pm – 4:45pm; Expo: 11:30am – 3:30pm
- **Thursday, March 28**
  - Conferences: 8am – 11:30am & 2:45pm – 3:45pm; Expo: 11:30am – 2:30pm

- Upon Event Management approval, your request it will be sent to the hotel/venue you selected. A representative will contact you to assist in planning your function.

**Company Name:**

**Exhibit Space#:**

**Address:**

**Address 2:**

**City:**

**State:**

**Zip Code:**

**Tel:**

**Fax:**

**Contact:**

**E-Mail:**

**Type of function:** (networking, meeting, training, etc.)

**Who will be attending:** (staff, clients, prospects, etc.)

**Date Preferred:**

**Time preferred:**

**Number of people:**

**Room set:** (theater, classroom, hollow square, etc.)

**Audio/Visual needs:**

**Catering needs:**

**Please check the venue which you are interested in** *

- [ ] In your company’s booth before or after Expo hours
- [ ] Baltimore Marriott Inner Harbor
- [ ] Days Inn Inner Harbor
- [ ] Hilton Baltimore Convention Center
- [ ] Hyatt Regency Baltimore
- [ ] Renaissance Harborplace Hotel
- [ ] Sheraton Inner Harbor Hotel
- [ ] Baltimore Convention Center

* Exhibitor is responsible for any costs associated with holding a meeting or function at these properties or off-site location.

**Other Options:**

- [ ] Restaurants and local Baltimore attractions or other venue*

* A representative from the Baltimore Area Convention and Visitors Bureau Association will contact you.

**Send this completed form to:**

Laura Koski
Email: ikoski@rocexhibitions.com
Fax: 630-271-8234

Your request will be reviewed and upon approval will be sent to the venue you selected

**Request received at ROC:**

**Request approved by:**

**Date sent to hotel/venue:**