

If you would like to host a networking function during the week of NFMT<sup>®</sup> 9, 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<sup>®</sup> 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**

Send this completed form to:  
 Laura Koski  
 Email: [lkoski@rocexhibitions.com](mailto:lkoski@rocexhibitions.com)  
 Fax: 630-271-8234  
 Your request will be reviewed and upon approval will be sent to the venue you selected

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

**Other Options:**

- Restaurants and local Baltimore attractions or other venue\*

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

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

Request received at ROC: \_\_\_\_\_  
 Request approved by: \_\_\_\_\_  
 Date sent to hotel/venue: \_\_\_\_\_