

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.

Send this completed form to:

Laura Koski

Email: lkoski@rocexhibitions.com

Fax: 630-271-8234

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

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.

Request received at ROC: _____

Request approved by: _____

Date sent to hotel/venue: _____