BUILDING OPERATING MANAGEMENT'S

NFMT 2020

National Facilities Management & Technology August 11-13, 2020 • Baltimore

**Baltimore Convention Center
Baltimore, MD**

Networking Function Request

If you would like to host a networking function during the week of NFMT® 2020, 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, August 11   Conferences: 8am – 12pm; Expo: 12pm – 4pm; Networking Party: 4pm – 5pm

  Wednesday, August 12   Conferences: 8am – 11:30am & 3:45pm – 4:45pm; Expo: 11:30am – 3:30pm

  Thursday, August 13   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
☐ 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:_____