



NEWS CONFERENCE ROOM REQUEST FORM

DATES - MARCH 22-26, 2011 (Show Days)

NEWS CONFERENCE TIMES AVAILABLE

A. 8:00 a.m.	9:00 a.m.	F. 1:00 p.m.	2:00 p.m.
B. 9:00 a.m.	10:00 a.m.	G. 2:00 p.m.	3:00 p.m.
C. 10:00 a.m.	11:00 a.m.	H. 3:00 p.m.	4:00 p.m.
D. 11:00 a.m.	12:00 p.m.	I. 4:00 p.m.	5:00 p.m.
E. 12:00 p.m.	1:00 p.m.		

News conferences during show dates and hours must be held onsite. Slots are in one-hour increments (see above) with room set-up one-half hour before stated time and **must** be vacated one-half hour after time slot ends, with company materials and signage removed. Requests will be processed on a first-come, first-served basis.

News events may also be held in an exhibit booth during show dates and hours as well as two hours pre-show or two hours post-show hours. You do not need to fill out this form for a booth event during show hours; however, we encourage you to let us know of a planned event so we can see if there are conflicts with others and to list your event on the master news conference schedule for editors. Please contact show management for booth events pre- and post-show hours.

For more information, see the News and Publicity Information section. For the benefit of attending media and all exhibitors, show management urges exhibitors not to schedule press conferences in conflict with each other, if possible.

To request use of a News Conference Room, please complete the following: *(Please type or print.)*

Exhibitor Name _____

Contact Name _____

Title _____

Booth Number _____ EMAIL _____

Phone _____ Fax _____

Indicate #1, #2 & #3 choices (in case #1 not available). Show Management will contact you to finalize.

1.) Date _____ Time _____

2.) Date _____ Time _____

3.) Date _____ Time _____

RETURN FORM TO: Pat Monroe at AEM - E-mail pmonroe@aem.org or Fax +1 414-272-2672

Questions: E-mail or Phone +1 414-298-4123