



## CONFERENCE INFORMATION

### General Information:

Dates \_\_\_\_\_ Attendance # \_\_\_\_\_

### Motel/Hotel Accommodations:

Block of rooms (80)

State Rate Y / N

Conference room: Size \_\_\_\_\_

Tables: Types of tables \_\_\_\_\_square \_\_\_\_\_oblong \_\_\_\_\_round

Number of tables

Set up of tables

How many people can be accommodated? \_\_\_\_\_

Vendor accommodations

### Conference Location:

Attendance #(80)

Set up

Registration area

On-site food & beverage function

Off-site food & beverage function

Break-Out Sessions

Vendor Location

### Food:

Break sessions

Meals

Cater in

On site

### Vendors:

Booth size: 8x10; 10x10; Tabletop; Other

Outlets

### After Hour Activities:

Weather alternative

Tourism Department/Visitor's Bureau

### Other Information:

Sponsorships

Special Requirements: Audio visual services  
Podium  
Hired entertainment  
Shuttle services  
Disabilities  
Tours/sightseeing