

Contact Information:

Contact Name:

Company/Organization:

Telephone #: Cell:

Office:

Name of Event:

Date(s) of Event:

Move In Time(s):

Event Start Time(s):

Event End Time(s):

Move Out Time(s):

Expected Attendance / Number of Participants?

Available Spaces:

Great Hall Sq. Ft. 23,402 (Max Cap Variable)

Mezzanine Sq. Ft. 4,848 (Max Cap Variable)

Plaza (Additional Permits May Be Required)

Lobby Sq. Ft. 10,684

1st Floor Meeting Rooms Sq. Ft. 1,200 each per room (Max Cap 80)

2nd Floor Meeting Rooms Sq. Ft. 246-506 variable per room (Max Cap Variable)

Tradeshow/Expo:

Will you provide a Decorator?	Yes	No
Will you have Tabletops?	Yes	No
Will you have Booths?	Yes	No
Will you provide a DJ?	Yes	No
Will you use the Stage? (Great Hall Level)	Yes	No
Will you have a live band?	Yes	No
Will you need Staging? (Mezzanine Level)	Yes	No

PROPOSAL REQUEST FORM - TRADESHOW/EXPO

Will you need Microphones?	Yes	No
Will you need a Podium?	Yes	No
Will you need a Screen and Projector?	Yes	No
Would you like Theatrical/Special Lighting?	Yes	No
Will you need A/V?	Yes	No
Will you need Internet?	Yes	No

*Please note that the Great Hall and Mezzanine only have WiFi.

*Please note the City Center does not provide "hard lines" for Phones.

* Will you need Electric?	Yes	No
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*Provided by Edlen Electric

Tradeshow/Expo Food and Beverage requirements:

Coffee/Juice/Water Breaks:	AM	PM	
Breakfast:	A La Carte	Buffet	Plated Continental
Dinner:	Buffet	Cold Reception Display	
	Plated	Hot Reception Display	
Special meals requirements:	Vegetarian	Gluten Free	
Other:			
Type of Hors D'oeuvres:	Display	Passed	
Hot/Cold Drinks:	Yes	No	
Cocktail Service:	Premium Brands	Red Wine	
		White/Sparling Wine	
	Beer	Full Bar	
Bar Requirements:	Cash Bar	Hosted Bar	
Concessions?	Yes	No	

Additional Information:

Setup and breakdown charges may vary.

Outside Food and Beverage is not permissible.

Insurance option:	Provide Own	Provided by Venue
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Do you have any Special security needs?	Yes	No
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Do you have any other special needs?	Yes	No
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Will you need Valet?	Yes	No
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Do you have any other Parking Needs?	Yes	No
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Layout: (Please describe your ideal layout below)