

AFFILIATE SPACE REQUEST FORM



ILTACON 2015

Drawing on our **strengths** to **empower** our **future**.

Please use this form to request additional space for social events during the conference. Once approved, it will be forwarded to the event food and banquet staff at Caesars Palace for processing. You will be contacted by the hotel upon receipt of the approved form.

Space rental fees are based on meeting size and duration (*i.e.*, standard meeting room for 2 hours @\$500, large meeting space for 2 hours @\$1000). You will be invoiced by ILTA when you have finalized your plans with Caesars Palace.

CONTACT INFORMATION

Company Name _____

Conference Contact _____

Booth Number _____

Email Address _____

Telephone Number _____

REQUESTED SPACE INFORMATION

Date: _____ Time: _____ Projected Number of Attendees: _____

Description of Event: _____

Seating for Event: _____

Special Setup Considerations: _____

CATERING: YES NO

HOSTED BAR: YES NO

FOR APPROVAL, SEND THIS FORM TO:

Peggy Wechsler, Program Director, ILTA EMAIL: peggy@iltanet.org

COMPLETED BY ILTA:

Approved _____ Assigned Space _____