



March 18-20, 2024
Pennsylvania Convention Center
Philadelphia, PA USA

Meeting Space Request Form

Please complete the exhibitor meeting room request form and submit to Claire Morrell, cmorrell@pmmi.org.
The last day to request a meeting room is **February 12, 2024**. Space is filled on a first-come, first-served basis.

Meeting rooms are only available to contracted exhibitors with a minimum of 400 square feet of exhibit space. If an exhibitor cancels their booth space, the meeting room request will be automatically canceled.

Exhibitor Name: _____ Booth #: _____

Contact Name: _____ Email: _____

Function Day(s)/Date(s): _____ Expected Attendance: _____

Type of Function: _____

Hall Preference: North South

*PMMI will try to accommodate hall preference, but placement is not guaranteed

Set Up: (Please check one style)

Schoolroom U-Shaped Banquet rounds Hollow Square Other _____

*For setup requests beyond the standard options available, an additional labor charge may apply

Food & Beverage (Please check all that you are interested in):

Breakfast Lunch AM/PM Break In-Booth Reception

Telecommunications (may require electrical): (Please check all that apply)

Wired Internet Connection Polycom Speakerphone (toll-free access only)

Audio Visual Equipment (may require electrical): (Please check all that apply)

LCD Projector and Screen Podium/Lectern Microphones Flipchart w/Markers

Other

After receipt of this form, PMMI will assign you a meeting room and send a confirmation email. Your meeting room is not confirmed until you receive the confirmation email. Upon confirmation, you will receive contacts for PACK EXPO Services and Centerplate catering to order any services indicated above for your meeting. **Final catering, telecommunications, and AV orders are at an additional charge and will be confirmed directly with each vendor. Services are not guaranteed by filling out this request form.**