



November 3-6, 2024
McCormick Place
Chicago, Illinois USA

Meeting Space Request Form

Please complete the exhibitor meeting room request form and submit to meetingrooms@pmmi.org, by **September 16, 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 cancelled.

Exhibitor Name: _____ Booth #: _____

Contact Name: _____ Email: _____

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

Type of Function: _____

**Please note that meeting rooms are to be used for hospitality purposes only. They cannot be used as an extension of your exhibit booth.*

Hall Preference: North South Lakeside West

*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, we will provide you with the contact for PACK EXPO Services and McCormick Place catering to order any service checked above needed for your meeting. **Final catering, telecommunications, and AV orders will be completed separately and are not guaranteed by filling out this request form.**