



Irrigation Association MEETING REQUEST FORM

The Irrigation Association is pleased to coordinate function space needs for special events, meetings and activities requested by industry related groups and/or exhibitors of the 2017 Irrigation Show. To request function space, please complete and return this form to the Irrigation Association on or before **Friday, July 28, 2017** for **each** function date and time requested. The information you provide on this form will be forwarded to your preferred facilities. We ask that you not contact the Orange County Convention Center or the designated conference hotels directly as they will refer all inquiries back to the Irrigation Association. If you have questions, please contact Sara Wiltshire, 703-536-7080 or sarawiltshire@irrigation.org.

SECTION 1. Company/Organization responsible for function

Contact person responsible for logistics _____
Company/Organization _____
Address _____ City _____ State _____ Zip _____
Telephone (_____) _____ Fax (_____) _____ Email _____

SECTION 2. Function Room Information

Meeting Name _____
Date _____ Start Time _____ End Time _____ Anticipated # of Guests _____

Function Type (Check all that apply.)

Breakfast Lunch Dinner Reception Hospitality Staff Office Meeting Presentation

Room Set-Up

Classroom Conference Reception Rounds Theater Other _____

Preferred Facility: Rank your four top choices (1=highest, 5=lowest)

_____ Orange County Convention Center _____ Rosen Inn at Pointe Orlando
_____ Rosen Centre Hotel _____ DoubleTree by Hilton Hotel Orlando at SeaWorld
_____ Rosen Plaza Hotel

NOTE: Functions may occur throughout the 2017 Irrigation Show & Education Conference **except** during the following:

- Opening Night Party: Tuesday, Nov. 7 from 7:00 p.m. – 9:00 p.m.
- Show Hours: Wednesday, Nov. 8 from 11:00 a.m. – 5:00 p.m. & Thursday, Nov. 9 from 11:00 a.m. – 5:00 p.m.
- IA General Session: Thursday, Nov. 9 from 8:45 a.m. – 10:45 a.m.
- Closing Night Party: Thursday, Nov. 9 from 5:00 p.m. – 6:30 p.m.

SECTION 3. Terms – Function rooms will be assigned on a first come, first served basis and will be based on space availability at the chosen facilities for industry related groups and/or exhibitors only. The person listed above will be contacted by the personnel at the chosen facilities to secure room assignment, menus and pricing. All necessary arrangements for the function will be made by the contact person listed above and the assigned facility personnel. All costs associated with your function will be the responsibility of the company/organization designated on this form (i.e. room rental, food and beverage, AV, setup, etc.). It is understood that a duly authorized representative of the organization sponsoring the function will be responsible for settling the account with the catering department of the facility assigned. **The Irrigation Association reserves the right for final approval of each function space request, and the Irrigation Association is not responsible for any costs associated with this function.**

Acceptance of Terms: _____
(Signature of contact person – required)

Please keep a copy for your records. Return form by 7/28/17 to:

Irrigation Association, Attention: Sara Wiltshire. Fax: 703-536-7019; Email: sarawiltshire@irrigation.org

Questions: 703-536-7080, sarawiltshire@irrigation.org

For IA use only: Received _____/_____/_____ Sent to Facility(ies) _____/_____/_____
Confirmed Space: Facility _____ Room _____ Date _____ Time _____
Comments _____