

National Postal Forum Meeting Space Request Form Baltimore, MD * May 21-24, 2017

DEADLINE FOR MEETING SPACE REQUESTS IS March 31, 2017

Meeting space is assigned on a first come basis.
Meeting room names will not be confirmed until after March 31, 2017.
Affiliate meetings cannot be conducted during NPF educational sessions.

LOCATION: Baltimore Hilton Baltimore Convention Center

A. TITLE OF FUNCTION OR EVENT: _____

Day(s): _____ Date(s): _____ Start Time: _____ am/pm End Time: _____ am/pm
Please indicate the day(s) of the week, date(s), start time and end time of your function.

B. ESTIMATED ATTENDANCE: _____

Display on Hotel or Convention Center Bulletin Board?: Yes No

TYPE OF FUNCTION:

<input type="checkbox"/> Meeting	Start Time _____	End Time _____	<input type="checkbox"/> Beverage Breaks	_____ am	_____ pm
<input type="checkbox"/> Breakfast	_____	_____	<input type="checkbox"/> Reception	start time _____ p.m.	
<input type="checkbox"/> Lunch	_____	_____		end time: _____ p.m.	
<input type="checkbox"/> Dinner	_____	_____	<input type="checkbox"/> Entertainment--Type	_____	

C. FUNCTION SET-UP: (Please include as many details as possible.)

SEATING:

Theater Style
 Conference Style
 U-Shape Table
 Hollow Square
 Reception Style
 Banquet Rounds
 Classroom Style

EQUIPMENT/AUDIO VISUAL: (rental charges will be billed separately)

Standing Lectern
 Table Lectern
 Overhead/Stand
 Flipchart
 Slide Projector/Stand
 Screen
 Other Equipment:

FOR NPF USE ONLY
Room Assignment: _____
To Facility On: _____
To Affiliate On: _____

D. BILLING: (Must be completed before meeting space will be assigned; for guarantee of space only. Discuss your billing options with the facility upon confirmation of space from NPF.)

Organization: _____ Contact Name: _____
Address: _____ Email: _____
City: _____ State _____ Zip: _____
Telephone: _____ Fax: _____

Email all requests to NPF at meetings@npf.org.