

AACC 2006 Annual Meeting
July 23-27, 2006, Chicago, IL
Exhibitor Meeting Space Request Form



Meeting space will be available ONLY to those companies exhibiting at the Clinical Lab Expo
For meetings/events with multiple functions, please submit a separate form for each individual function. Keep a completed copy of this form for your records. **Please return the form to the Meetings Department by February 15, 2006.** Space will be assigned on a first come, first serve basis.

Between November 8, 2005 and January 30, 2006, return this form by mail, fax, or email to: AACC Meetings Department, Attn: Kat Beatty, 2101 L Street, NW Suite 202, Washington, DC 20037, Ph: (202) 835-8702, Fax: (202) 833-4576, Email: kbeatty@aacc.org. **Please note: After January 30, 2006, AACC's new mailing address will be 1850 K Street, NW, Suite 625, Washington, DC 20006**

Each exhibiting company will be allowed one (1) room on a 24-hour hold basis during the Annual Meeting.
Other meeting rooms will be assigned as space permits.

PLEASE PRINT

Function Name: _____

Day/Date: _____ Start Time: _____ Finish Time: _____

Preferred Site: **The Fairmont Hotel**
 1st choice 2nd choice

The Hyatt Regency Chicago Hotel
 1st choice 2nd choice

Anticipated Attendance: _____

Your Name: _____ Title: _____

Onsite Contact: _____

Organization: _____

Address: _____

City, State/Country, Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Room Set:

- Classroom (2 per 6' table) Banquet Rounds Conference (Hollow-square) Boardroom (Max. 20 people)
 Theater V-Shape Classroom
Other _____

Food & Beverage:

- We plan to serve Food & Beverage
 Breakfast Lunch Reception Dinner

Audio Visual:

For your audio visual needs, you will be contacted by AACC's official A/V company, AVMG.

Posting:

Please note that it is your responsibility to communicate all information to your attendees. It is also your responsibility to provide signage for your event onsite. Signage will only be permitted immediately outside meeting space.

Facility:	Room:	Function:
-----------	-------	-----------