



Meeting space will be available ONLY to those companies exhibiting at the Clinical Lab Expo

Exhibitor functions are not allowed during exhibit hours on Tuesday, Wednesday and Thursday. Keep a completed copy of this form for your records. **Please return the form to the Meetings Department as soon as possible, but prior to May 1, 2009.** Space will be assigned on a first come, first serve basis. **After May 1, AACC will no longer assign meeting space.** Hotel space in other hotels cannot be assigned by AACC but must be approved by AAAC.

Return this by mail, fax, or email to: AACC Meetings Department, Attn: Karen Ellis, 1850 K Street, NW, Suite 625, Washington, DC 20006; Ph/FX: (202) 835-8702 Email: Kellis@aacc.org. **PLEASE PRINT IN BOXES BELOW**

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.

FUNCTION INFORMATION

<u>Day/Date of Function</u>	<u>Function Title</u>	<u>Function Purpose</u>	<u>Begin Time</u>	<u>End Time</u>	<u>Room Set-Up</u> * (choose one from room sets below)	<u>Number of People</u>

***Room Sets:** Classroom (2 per 6' table), Banquet Rounds, Hollow-square, U-Shape, Boardroom (20 people around 1 solid table), Theater, V-Shape Classroom, Other-Requesting Foyer Area for Cocktail Reception or Registration

Food & Beverage: We plan to serve Food & Beverage
 Breakfast Continental Breakfast Lunch Reception Dinner

Preferred Site: Hyatt Regency Chicago Fairmont Chicago Hotel Sheraton Chicago Hotel & Towers
 Choices: 1st 2nd 3rd 1st 2nd 3rd 1st 2nd 3rd

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

COMPANY INFORMATION

Contact Name:		Title:	
Onsite Contact:			
Company:			
Address:			
City:	State:	Zip:	
Phone:	Fax:	E-mail:	

FOR AACC USE ONLY

Facility:	Room:	Function:
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