



**Company:** \_\_\_\_\_ **CBA ID:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_ \*

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

Hospitality Suites provide an opportunity for exhibitors to meet with key clients, vendors, and authors/artists during the Show. We do not, however, encourage pulling retailers off the exhibit floor to make sales purchases.

**NOTES**

- Hospitality suites are strategically placed in close proximity to the exhibit floor.
- Move-in may begin at 8am on Saturday, July 14. Keys must be returned prior to 12:00pm to CBA Registration on Wednesday, July 19. Move-out may continue after keys are returned until 6pm.
- Rooms are assigned in the order this form is received.
- A Hospitality Suite confirmation will be e-mailed after this request is received. The signed confirmation should be returned within a week otherwise the space will be released.
- **Cancellations** made on or before June 1, 2011 will be fully refunded. Cancellations made after this date will be refunded 50% of room fee. Additional fees incurred will be billed at 100% cost.
- Freeman services, catering, and audio/visual are all additional expenses. Contact information will be provided for these vendors with your confirmation letter.

\* Please note that the sponsor must be exhibiting at the Show to reserve a suite.

**Reservations Open: Wed December 7, 2011 – 12:00 pm MST**

**HOSPITALITY SUITES AVAILABLE**

*Please indicate top 5 choices below.*

All suites include:

- Initial room set-up
- Up to 5 standard room keys
- Publicity in Show program and the *Show Daily* newspaper

\_\_\_\_\_ Rm W202A – 1,508 sq. ft. (\$4,524)

\_\_\_\_\_ Rm W204A – 1,637 sq. ft. (\$4,911)

\_\_\_\_\_ Rm W202B – 1,655 sq. ft. (\$4,965)

\_\_\_\_\_ Rm W204B – 1,655 sq. ft. (\$4,965)

\_\_\_\_\_ Rm W203A – 1,637 sq. ft. (\$4,911)

\_\_\_\_\_ Rm W203B – 1,655 sq. ft. (\$4,965)

Use the following link to see room dimensions. (<http://www.occc.net/planner/OverviewFloorPlans.asp>)