

**Exhibition: 23 -25 July 2013**
**Conference: 21 – 25 July 2013**

If all information is completed, a confirmation will be emailed to you within two weeks of receiving this request. The confirmation will include contact information for setup, food/beverage and audio visual needs. An incomplete form may delay processing. SIGGRAPH 2013 reserves the right to reassign meeting space as necessary.

Contact Person: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Booth #: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Province/Country/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Function Name: \_\_\_\_\_

Function Description: \_\_\_\_\_

**DATE(S):**

Sunday, 21 July	Monday, 22 July	Tuesday 23 July	Wednesday, 24 July	Thursday, 25 July
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**LOCATION SELECTION:**
 SIGGRAPH 2013 Hotel

First Hotel Choice: \_\_\_\_\_ Second Hotel Choice: \_\_\_\_\_

*Note:*
**TIME:**

Set Up Start Time: \_\_\_\_\_ Set Up End Time: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

**ROOM SET UP (circle one)**

Banquet   Conference Style (25 max)   Hollow Square (40 max)   Reception   Classroom   Theater

 Is this event a Press Conference?       Yes     No

 Is this a private function?                 Yes     No

 Is this a sales meeting?                     Yes     No

 Is extensive audio visual set up space required?       Yes     No

SIGGRAPH 2013 reserves the right to cancel any meeting should it fail to follow these guidelines: The sponsoring organization of the function must be an exhibitor at SIGGRAPH 2013; all functions must be graphics related and available to all general attendees at no charge. Functions such as private sales meetings or invitation only events will be approved on a case by case basis. Applicant will be responsible for individual ASCAP/BMI licensing fees. These fees pertain to live music being played during an event. See Exhibitor Manual for more information on ASCAP/BMI licensing.

Any damage done to the meeting space is the responsibility of the exhibitor. Applicant is responsible for all charges including any rental fees that may apply\*, food and beverage, internet, A/V, etc. No charges in conjunction with the event may be billed to SIGGRAPH 2013. The venue contact may accept changes to attendance estimates, but changes to date/time or room assignments must be made in writing through SIGGRAPH 2013 Conference Management.

\*Rental charges may apply if excessive space or setup is required.

**RETURN BY 28 JUNE 2013 TO:**
**SIGGRAPH 2013 EXHIBITION MANAGEMENT**
**HALL-ERICKSON, INC.**
**98 E. CHICAGO AVE., SUITE 201**
**WESTMONT, ILLINOIS 60559-1559    Email: [exhibits@siggraph.org](mailto:exhibits@siggraph.org)**
**+1.630.434.7779, +1.630.434.1216 FAX**