

Conference Room Request

MANTS gets many requests for the use of conference rooms during the show. However, it is MANTS policy not to allow meetings to be held on site during show hours. Rooms may be reserved and meetings held, with show management approval, on show days from 6 a.m. until 9 a.m. or after the show closes at 5:00 p.m. There is no charge for the use of conference rooms and requests will be handled on a first come first served basis.

Please provide the information requested below by PRINTING accurately and legibly:

Company/Meeting Name:

Meeting Contact Name:

Contact E-Mail Address: Phone:

On-Site Contact and Cell #:

Meeting Day / Date / Time:

Expected Meeting Attendance:

Room Configuration (*theater, board, classroom, u-shaped, etc*):

About catering for your event - Companies hosting events during MANTS are responsible for coordinating and ordering through [Center Plate](#) all meeting amenities including catering. Center Plate may be contacted by calling Marsha Pratt at 410-649-7009. MANTS assumes no responsibility or liability for catering arrangements.

About Audio/Visual Equipment - An order form for Projection Presentation Technology is available [here](#) or you may contact them directly at 410-649-7314.

About Event Signage – All signage must be pre-approved by MANTS. Please e-mail sign art to info@mants.com. We will provide a local contact for your sign needs upon request. Event signage must be provided and placed by the hosting company.

Date Received

<u>For MANTS Office Use Only</u>
Room Assignment: _____
Assigned by: _____