



MEETING/FUNCTION SPACE RESERVATION

October 3-5, 2017

PROCEDURE FOR REQUESTING RESERVED MEETING/FUNCTION SPACE

1. Complete this form and submit to contact below. Once availability is determined a confirmation will be sent via email.
2. For press events do NOT complete this form. Contact Pat Monroe at pmonroe@aem.org or +1 414-298-4123.
3. This request form applies to meeting rooms at the Kentucky Exposition Center. For function space at hotels, contact the hotel directly.
4. Reservations will not be confirmed until payment is received.

Submit Completed Request Form to:

ICUEE, Meetings & Education Programs Department
 6737 W. Washington Street, Suite 2400
 Milwaukee, WI 53214-5647
 Email: rkettlewell@aem.org
 Fax: +1 414-272-1170
 Questions: +1 414-298-4136

Usage Fee:
 \$300 (2-3 hours)
 \$450 (4-8 hours/day)

CONTACT INFORMATION

Exhibitor/Affiliate Group Name _____

Contact for the Event _____

Phone _____ Email _____

FUNCTION INFORMATION

Function Title _____

Day/Date _____ Set-up Start Time _____ Tear-down End Time _____

Expected Attendance _____ Event Start Time _____ Event End Time _____

Room Set (Check One) Classroom U-Shape Other _____
 Banquet Rounds Conference

Audio Visual Requirements: Order directly from official show vendor - PRG (404) 214-4800.

Catering Requirements: Order directly from - Levy Restaurants (502) 614-6705.

PAYMENT INFORMATION

Total Fees \$ _____ Payment Method VISA MC AMEX Check (Payable to ICUEE)

Credit Card Number _____ Expiration Date _____ Zip code _____ Signature _____

Please Note: Requests are not processed until payment is received. Cancellations received after September 1, 2017 will incur a \$75 penalty.