



2019 VRMA International Conference
October 13-16, 2019
Hyatt Regency New Orleans
New Orleans, LA

Exhibitor Meeting Room Request Form

EXHIBITING COMPANY _____

CONTACT NAME _____ TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ EMAIL _____

PROPOSED FUNCTION INFORMATION:

PROPOSED DATE/TIME _____

PROPOSED LOCATION _____

NUMBER IN ATTENDANCE _____

TYPE OF FUNCTION _____

Please keep in mind the following items from the Rules and Regulations when planning your company's function.

- VRMA controls all meeting space at the Hyatt Regency New Orleans. All planned focus group, social, or hospitality functions must be approved by VRMA prior to booking meeting space.
- Please note that the cost of a Meeting room at the 2019 VRMA International Conference is \$2,500. This will be invoiced as an a la carte sponsorship.
- Exhibitors are to conduct social and hospitality functions in a manner that is consistent with the professional and educational nature of the VRMA International Conference.
- Exhibitors must make it clear that their event is not an official VRMA function.
- Honoraria and other inducements to attract attendance to focus groups, hospitality functions and educational meetings are not sanctioned by VRMA.
- Companies that are not exhibiting or sponsoring are prohibited from hosting hospitality functions, market research or focus groups during the VRMA International Conference.
- All hospitality/social functions and focus groups may not conflict with the official program hours outlined below:
Sunday, October 13: 11:00 a.m. – 8:00 p.m.
Monday, October 14: 7:30 a.m. – 6:15 p.m.
Tuesday, October 15: 7:30 a.m. – 9:00 p.m.
Wednesday, October 16: 7:30 a.m. – 12:15 p.m.
- Exhibitors agree to assume all liability arising out of or in connection with such functions and agree to indemnify VRMA against any and all liability, claims and demands arising or in connection with such functions.

Return this form by Friday, September 27:

Jenn Welby, VRMA Exhibits Coordinator
P: 312.673.4938
vrmaexhibits@vrma.org