



**TURBO EXPO**  
Turbomachinery Technical  
Conference & Exposition



**POWER  
& ENERGY**  
Conference & Exhibition



International Conference  
on Power Engineering



CONFERENCE  
JUNE 26–30, 2017

EXHIBITION  
JUNE 27–29, 2017

Charlotte Convention Center, Charlotte, NC, USA

## Hospitality Suite / Meeting Room RESERVATION REQUEST FORM

**DEADLINE: April 3, 2017**

Please complete the following if you would like to reserve a Hospitality Suite / Meeting Room:

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Description/Purpose of Event: \_\_\_\_\_

Who will attend (ex: existing customers, employees, potential customers, open to all Turbo delegates, etc.):

Organizing Contact: \_\_\_\_\_ On-site Contact: \_\_\_\_\_

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

Email: \_\_\_\_\_

Would you like ASME IGTI to include this event in the Final Program? (If yes, contact [igtexpo@asme.org](mailto:igtexpo@asme.org) for further explanation): YES NO

Rooms and hospitality suites are available for rent for any official exhibiting company. To request a proposal, please complete the basic information below and return the request. Please note all requests are subject to approval by Turbo Expo organizers.

Preferred Date	Preferred Time	Preferred Property	Room Type
<input type="checkbox"/> Monday, June 26	_____	<input type="checkbox"/> Conference Center	<input type="checkbox"/> Meeting Room
<input type="checkbox"/> Tuesday, June 27	_____	<input type="checkbox"/> Hotel	<input type="checkbox"/> Hospitality Suite
<input type="checkbox"/> Wednesday, June 28	_____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Thursday, June 29	_____		
<input type="checkbox"/> Friday, June 30	_____		

Function Type	Catering Requirements	Number Expected
<input type="checkbox"/> Standing Reception	<input type="checkbox"/> Buffet - Standing	<input type="checkbox"/> Less than 10
<input type="checkbox"/> Sit-down Lunch or Dinner	<input type="checkbox"/> Buffet - Sitting	<input type="checkbox"/> 10-20
<input type="checkbox"/> Private Meeting	<input type="checkbox"/> Sit Down Meal	<input type="checkbox"/> 21-50
<input type="checkbox"/> Product Demo	<input type="checkbox"/> Light Refreshments	<input type="checkbox"/> 50-100
	<input type="checkbox"/> No Catering Required	<input type="checkbox"/> More than 100

**Room Set:**     Classroom     Theater     U-Shape     Other \_\_\_\_\_

**Please identify required AV:**

- Laptop Computer             LCD Projector
- Podium                         Microphone (Type): \_\_\_\_\_
- Screen                         Other: \_\_\_\_\_

Special Notations/Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that by signing this form, \_\_\_\_\_, (Company) will abide by the exhibitor policies and procedures as laid out in the exhibitor contract.

Please sign here: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN THIS FORM VIA EMAIL TO:**  
ASME Turbo Expo Affiliate Meeting Requests  
Email: [igtiprogram@asme.org](mailto:igtiprogram@asme.org)