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**2023 NATDA Trailer Show**

**Exhibitor Meeting Space Request Form**

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

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Date/Time Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of People: \_\_\_\_\_\_\_\_\_**

***Dealer Meetings will only be approved outside of NATDA scheduled events.***

**Purpose of Meeting:** \_\_\_ Sales Team Meeting \_\_\_ Dealer Meeting \_\_\_Networking Event \_\_\_ Other

**Room Set Up:** \_\_\_ Classroom \_\_\_ Theater \_\_\_ Banquet \_\_\_ Reception

**Do you need any of the following services?** \_\_\_ Audio Visual \_\_\_ Catering \_\_\_ Electric

NATDA will send you the contact information for any of the above-requested services. Any contracts signed for these services, and charges incurred, are the responsibility of the company requesting the meeting.

Special Requests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost of Meeting Space: $250 for up to a 4-hour meeting.**

Payment Method: \_\_\_ Credit Card \_\_\_ Check

Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp: \_\_\_\_\_\_\_\_\_ CCV: \_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_

Name on Card:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If mailing check, please send with copy of form to NATDA, 200 Central Ave, 4th Floor, St Petersburg, FL 33701

**I acknowledge that NATDA is providing a conference room ONLY which includes a basic room set. Any additional charges incurred are the responsibility of the company requesting the meeting.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**Meeting Approval by NATDA:**

Date/Time Confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return to Andria Gibbon at*** [***andria@natda.org***](mailto:andria@natda.org)***. For any questions please call Andria at 727-360-0304 x102.***