

# BICSI® Meeting/Function Space Request

## 2022 BICSI Fall Conference & Exhibition

25-29 Sept. • Mandalay Bay Convention Center • Las Vegas, NV, USA



Thank you for requesting space for your meeting or function to be held in conjunction with the 2022 BICSI Fall Conference & Exhibition at the Mandalay Bay Convention Center.

Please complete the information requested below. Your request for space will be forwarded to the Mandalay Bay Convention Center once it has been approved by BICSI. You will receive confirmation of approval and contact representative information. Please make arrangements directly with the Mandalay Bay Convention Center for your meeting/function. If you are requesting meeting space on the exhibit floor during Exhibit Hall hours, BICSI will notify you of availability.

**Return this completed form to Kim Osterman, CMP, via fax to +1 813.971.4311 or email [kosterman@bicsi.org](mailto:kosterman@bicsi.org).**

Company name \_\_\_\_\_ Date of request \_\_\_\_\_

Address \_\_\_\_\_ Street or P.O. box \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Contact name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Meeting/Function name \_\_\_\_\_

Purpose of meeting/Function \_\_\_\_\_

Who is invited or will attend this meeting \_\_\_\_\_

Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ Estimated attendance \_\_\_\_\_

### Room Setup

Mandalay Bay Convention Center     Classroom     Conference     U-shape     Banquet     Reception     Theater  
Will food and/or beverage be served?     Yes     No    Is audiovisual required?     Yes     No

Exhibit Hall Meeting Room\*

*Note: No audiovisual or food and/or beverage is available in Exhibit Hall meeting rooms.*

* Meetings can take place during Exhibit Hall hours only.	20x20 room	10x20 room	Quantity	Total
• Monday, Sept. 26 - 4-7:30 p.m. (3.5 hrs)	\$1,600 <input type="checkbox"/>	\$1,200 <input type="checkbox"/>	_____	\$_____
• Tuesday, Sept. 27 - 2-7 p.m. (5 hrs)	\$2,000 <input type="checkbox"/>	\$1,500 <input type="checkbox"/>	_____	\$_____
• Wednesday, Sept. 28 - 9:30 a.m. - 1:30 p.m. (4 hrs)	\$1,600 <input type="checkbox"/>	\$1,200 <input type="checkbox"/>	_____	\$_____

Other \_\_\_\_\_

**FOR BICSI USE ONLY:** Approved by \_\_\_\_\_ Date approved \_\_\_\_\_ Meeting/Function space assigned \_\_\_\_\_

### Payment Section

Please make all checks payable to BICSI in U.S. dollars, drawn from a U.S. bank. (Call BICSI's Accounting Dept. for instructions on wiring funds.)  
For your protection, BICSI does not accept emailed credit card numbers. If paying by credit card, please mail or fax your payment information instead.

Internal Use  
Only

Total to be paid \$ \_\_\_\_\_  
 Check or Money Order Enclosed  
 Visa     MasterCard     America Express     Diner's Club     Discover

Cardholder name (as the name appears on the credit card) \_\_\_\_\_ Cardholder signature \_\_\_\_\_

Credit card number \_\_\_\_\_ CVV \_\_\_\_\_ Expiration date \_\_\_\_\_ Card billing zip code (required) \_\_\_\_\_