International Christian Retail Show 2010

Hospitality Suite Request

Deadline: April 21, 2010

Company: _____ **Contact:** _____

Booth #: _____ **Phone:** _____ **E-Mail:** _____

Reservations Open: February 3, 2010 - 12:00 noon MST

Hospitality Suites provide an opportunity for exhibitors to meet with key clients, vendors, and authors/artists during the Show.
We do not, however, encourage pulling retailers off the exhibit floor to make sales purchases.

NOTES

- Hospitality suites are strategically placed in close proximity to the exhibit floor.
- Move-in may begin at 8am on Saturday, June 26th. Keys must be returned prior to 12:00pm to CBA Registration on Wednesday, June 30th. Move-out may continue after keys are returned until 6pm.
- Rooms are assigned in the order this form is received.
- A Hospitality Suite confirmation will be emailed within a week after this request is received. The signed confirmation should be returned within a week otherwise the space will be released.
- **Cancellations** made on or before April 21, 2010 will be fully refunded. Cancellations made after this date will be refunded 50% of room fee. Additional fees incurred will be billed at 100% cost.
- Freeman services, catering, and audio/visual are all additional expenses. Contact information will be provided for these vendors with your confirmation letter.

HOSPITALITY SUITES
Please indicate top 5 choices below.

All suites include:

- **Initial room set-up**
- **Up to 5 standard room keys**
- **Publicity in Onsite program and Onsite newspaper**

_____ Rm 120* - 2,475 sq. ft. ($8,662.50)

_____ Rm 121* - 1,350 sq. ft. ($4,725.00)

_____ Rm 122* - 1,350 sq. ft. ($4,725.00)

_____ Rm 123* - 2,520 sq. ft. ($8,820.00)

_____ Rm 124 - 2,520 sq. ft. ($7,560.00)

_____ Rm 125 - 1,350 sq. ft. ($4,050.00)

_____ Rm 126 - 1,350 sq. ft. ($4,050.00)

_____ Rm 127 - 2,475 sq. ft. ($7,425.00)

Use the following link to see room dimensions. (**http://www.explorestlouis.com/meetings/centerTour/index.asp**)

RETURN TO: **Tom Herndon**, 719.272.3549, therndon@cbaonline.org • Fax: 719.272.3510
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