



# Non-NAMM Event Space Request

JANUARY 24 – 27, 2019 • ANAHEIM CONVENTION CENTER • ANAHEIM, CALIFORNIA

## VENUE REQUESTING TO RELEASE MEETING SPACE

Venue / Hotel Name: \_\_\_\_\_

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

Title: \_\_\_\_\_ Department \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## REQUESTING COMPANY INFORMATION

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Website: \_\_\_\_\_

Description of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Title: \_\_\_\_\_

Event Type: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Who Attends: \_\_\_\_\_

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

Time: \_\_\_\_\_

Rooms Requested: \_\_\_\_\_

Additional Notes:

Space release approval is contingent upon contracting requested space within 2 weeks of this request.  
IF NOT CONTRACTED, SPACE REVERTS BACK TO NAMM

**PLEASE RETURN THE COMPLETED FORM VIA EMAIL TO MEETINGS@NAMM.ORG**

## FOR NAMM USE ONLY

Exhibiting \_\_\_\_\_ NAMM Approval \_\_\_\_\_ Date \_\_\_\_\_

