

MEETING ROOM REQUEST FORM

Exhibiting companies have the ability to reserve on-site meeting rooms to hold company meetings, client presentations, sales meetings or host hospitality events. These rooms are provided at **no charge** and are located on 1st Level of the Greater Columbus Convention Center. The rooms are available the following days and times only and are scheduled on a first-come, first-serve basis. Space is limited so each company will be limited to **4 hours total** of meeting room time*.

Wednesday, August 17, 2011
Thursday, August 18, 2011

11:30 a.m. – 6:00 p.m.
9:00 a.m. – 5:00 p.m.

Contact: _____
Company: _____ Booth #: _____
Phone: _____ Fax: _____
E-Mail: _____ Web: _____

1st Choice: Day: _____ Time: _____ to _____
2nd Choice: Day: _____ Time: _____ to _____

**If your requested day or time falls outside the above mentioned dates & times, it will require special show management permission.*

Title of Meeting: _____

Estimated Attendance: _____ Type of Meeting: _____

Preferred Room Set-up: Classroom Rounds Reception Conference

NOTE: All charges for room-set changes, catering, audiovisual, electrical, signage and other requirements are the sole responsibility of the group requesting the meeting room. A list of contacts and special order forms will be forwarded with your room confirmation letter. PennWell will not be financially responsible for any expenses related to your group's meeting needs.

Please submit the completed form to:

Jan Simpson, Conference Manager

COAL-GEN 2010

Fax: +1-918-831-9133; E-mail: coal-genconference@pennwell.com

Meeting Room Reservations must be made by July 22, 2011

* **No meetings of any kind will be scheduled during the Keynote Session, Wednesday, August 17, 2011, 9:30 – 11:30 a.m. No receptions will be scheduled during Exhibit Hall hours or during the Receptions on Wednesday, August 17, 2011, 5:00 – 6:00 PM and Thursday, August 18, 2011, 4:00 – 5:00 p.m.**