

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 3rd Level of the David L. Lawrence 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*.

Monday, August 9, 2010	8:00 a.m. – 5:00 p.m.
Tuesday, August 10, 2010	11:30 a.m. – 6:00 p.m.
Wednesday, August 11, 2010	9:00 a.m. – 5:00 p.m.
Thursday, August 12, 2010	9:00 a.m. – 2:00 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 30, 2010

* **No meetings of any kind will be scheduled during the Keynote Session, Tuesday, August 10, 2010, 9:30 – 11:30 a.m. No receptions will be scheduled during Exhibit Hall hours or during the Receptions on Tuesday, August 10, 2010, 5:00 – 6:00 PM and Wednesday, August 11, 2010, 4:00 – 6:00 p.m.**