

## EXHIBITOR MEETING ROOMS & RENTAL CUPPING ROOMS INFORMATION & ROOM REQUEST FORM

Exhibitor Rental Rooms, Hourly Conference Rooms, Rental Cupping Rooms and meeting rooms for hospitality events will be available to exhibitors on a first come, first serve basis at the Anaheim Convention Center in Anaheim, CA, April 16-18, 2010.

1. **Exhibitor Rental Rooms** – located on the 2<sup>nd</sup> level of the ACC and available for 1 hour rental per day from 8am-6pm. \$175 per hour. Each room can accommodate up to 100 people in round tables or conference style. (Audio visual and food and beverages can be ordered by exhibitor at exhibitor's expense, but are not included in the room rental).
2. **Hourly Conference Rooms** – located on the mezzanine level of the ACC and available for 1 hour maximum use per day from 8am-6pm. Complimentary. Each room will accommodate up to 20 people in a conference room style. (Audio visual and food and beverages can be ordered by exhibitor at exhibitor's expense, but are not included in the room rental).
3. **Rental Cupping Room on the Expo show floor** – located between the 1700 and 1800 aisle in the Expo Hall, this NEW feature will be available to exhibitors for 1 hour per day rental during Expo hours (Friday and Saturday, 12:00-5:30pm and Sunday, 12:00-4:00pm). \$250 per hour. Room is equipped with grinders, hot water heater, water, electrical services and glassware; audio visual services will not be available in this Cupping Room. Coffee supplied by the exhibitor.
4. **Rental Cupping Room in a meeting room** – NEW - located on the 2<sup>nd</sup> level of the ACC and available for 1 hour per day rental from 8am-6pm. \$250 per hour. Room is fully equipped with grinders, hot water heater, water, electrical services, glassware, LCD machine and screen - all you need to bring is your coffee!
5. **Rental Meeting Rooms for Hospitality Events** - located on the 2<sup>nd</sup> and 3<sup>rd</sup> levels of the ACC and available for half day, full day or evening use from 8am-9pm. Rental cost is dependent on room size selected and length of use. A 22" x 28" sign placed outside the room will be included with this room rental type only. (Audio visual and food and beverages can be ordered by exhibitor at exhibitor's expense, but are not included in the room rental).

Fax or e-mail completed Room Request Form to Cindy Cohn at SCAA

Fax: 949-497-3832

E-mail: [ccohn@scaa.org](mailto:ccohn@scaa.org)

Phone: 562-624-4196

## ROOM REQUEST FORM

Maximum request is one time slot per day for each room type. Exhibitors requesting multiple days or multiple events must complete one form per day or one form per event.

Exhibitor name \_\_\_\_\_  
Primary contact \_\_\_\_\_  
Office phone \_\_\_\_\_  
Cell phone during Expo \_\_\_\_\_  
Street address \_\_\_\_\_  
City | State | Zip \_\_\_\_\_  
Email address \_\_\_\_\_

### Select room type:

Exhibitor Rental Room \_\_\_\_\_  
Hourly Conference Room \_\_\_\_\_  
Cupping Room on the show floor \_\_\_\_\_  
Cupping Room in a meeting room \_\_\_\_\_  
Meeting Room for Hospitality Event \_\_\_\_\_  
Date requested \_\_\_\_\_  
Time Requested \_\_\_\_\_

### Complete for Hospitality Events only:

Event name and description \_\_\_\_\_  
Event time (start and end) \_\_\_\_\_  
Set-up time (start and end) \_\_\_\_\_  
Appx. number of people \_\_\_\_\_  
Room set-up style preferred \_\_\_\_\_  
Is event open to the public? \_\_\_\_\_  
Is event ticketed? \_\_\_\_\_  
Will food be served? \_\_\_\_\_  
Will alcohol be served? \_\_\_\_\_

If alcohol will be served, renter must provide certificate of liability insurance naming SCAA and JBS & Associates as additional insureds. Audio visual equipment, interpretation, supplemental electrical, and food & beverages will not be supplied in any of the rental rooms, however you may order and pay for these services directly with *The Event* show vendors located in the Key Contacts section of the Exhibitor Kit.

### Payment Information:

Credit Card:    MasterCard    Visa    American Express    Discover  
Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Name on Card \_\_\_\_\_ Security Code \_\_\_\_\_  
Billing Zip Code \_\_\_\_\_ Authorized Amount \$ \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

Credit card will be charged when space is reserved. Room rental fee is non-refundable.