



AMERICAN NUMISMATIC ASSOCIATION

# World's Fair of Money®

AUGUST 6-10, 2024 | CHICAGO

Donald E. Stephens Convention Center | 5555 N. River Road, Rosemont, IL.

## MEETING ROOM REQUEST FORM

CLUB MEETING

PLEASE COMPLETE AND RETURN THIS FORM FOR YOUR MEETING BY **JUNE 1** FOR INCLUSION IN THE SHOW GUIDE SCHEDULE.

*Club must be an active ANA member to receive complimentary meeting space.*

### Meeting Information

Club Name \_\_\_\_\_

Contact \_\_\_\_\_

	FIRST CHOICE	SECOND CHOICE
Day	_____	_____
Date	_____	_____
Time	_____	_____

### Preferences

Publish in Official Program?  yes  no

Duration \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Purpose (General, board, meeting, etc.) \_\_\_\_\_

Seating Style (theatre, u-shaped, classroom) \_\_\_\_\_

**Services.** All food and beverage, internet, as well as any additional audio visual (such as projectors) are at the organization's expense. The organization will have to order these directly from the convention center. If responding YES, you will be provided the catering and audio visual contact information. (If requested, the ANA will order a screen in your Meeting Room for a \$20 fee.)  yes  no

Screen Requested (\$20)  yes  no **A/V**  yes  no **Food & Beverage**  yes  no

**All tables come uncovered.** If you would like tables to be covered with table clothes, a \$40 fee per table is charged. If you would like tables covered, please list the # of tables needed to be covered. # \_\_\_\_\_

Special Instructions \_\_\_\_\_

Person making arrangements \_\_\_\_\_

Email \_\_\_\_\_

### Contact Information

Club Name \_\_\_\_\_

Club ANA Member # \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

### Method of Payment:

Cash  Check  MC  
 Visa  AM EX  Discover

Credit Card Number \_\_\_\_\_

Expires \_\_\_\_\_ CVV \_\_\_\_\_

Billing Zip \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Signature \_\_\_\_\_

*All Meeting room fees must be received by **May 30, 2024** or meeting space will be released.*