

National Money Show®

Cobb Galleria Centre | February 27 - March 1, 2025 | 2 Galleria Pkwy Atlanta, GA 30339



MEETING ROOM REQUEST FORM

COMPANY

Please complete and return this form for your meeting by **December 13, 2024** for inclusion in the show guide schedule.

Meeting Information

Organization _____

Contact _____

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

Preferences Meeting room rental \$75/hour up to \$550 daily max. (Set up and teardown time needed will also be charged)

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 audio visual 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. yes no

Re-key (\$100.00 one-time fee) yes no

A/V yes no Food & Beverage yes no

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

ANA will provide a screen and a power cart for \$20, if you need additional a/v to include a projector, you will need to order this through the center. Will you need a screen and power cart for your meeting? yes no

Special Instructions _____

Person making arrangements _____

Email _____

Contact Information

Company Name _____

Company 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 **January 20, 2025** or meeting space will be released.