



Irrigation Association Meeting Request Form



The Irrigation Association is pleased to coordinate function space needs for special events, meetings and activities requested by industry-related groups and/or exhibitors of the 2018 Irrigation Show and Education Conference. To request function space, please complete and return this form to the IA on or before **Sept. 1** for **each** function date and time requested. The information you provide on this form will be forwarded to your preferred facilities. We ask that you not contact the Long Beach Convention and Entertainment Center or the designated conference hotels directly as they will refer all inquiries back to the IA. If you have questions, please contact Sara Wiltshire at sarawiltshire@irrigation.org or 703.536.7080.

Section 1. Company/Organization Responsible for Function

Contact Person Responsible for Logistics _____

Company/Organization _____

Address _____ City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____ Email _____

Section 2. Function Room Information

Meeting Name _____

Date _____ Start Time _____ End Time _____ Anticipated # of Guests _____

Function Type (Check all that apply.)

- Breakfast Lunch Dinner Reception Hospitality Staff Office Meeting Presentation

Room Set-Up

- Classroom Conference Reception Rounds Theater Other

Preferred Facility: Rank your four top choices (1=highest, 4=lowest)

- ____ Long Beach Convention and Entertainment Center ____ Hilton Long Beach ____ Westin Long Beach
- ____ Hyatt Regency Long Beach (HQ hotel) ____ Renaissance Long Beach

NOTE: Functions may occur throughout the 2018 Irrigation Show **except** during the following:

- opening night party: Tuesday, Dec. 4, 7:00 p.m.-9:00 p.m.
- show hours: Wednesday, Dec. 5, 10:00 a.m.-5:00 p.m. and Thursday, Dec. 6, 10:30 a.m.-3:30 p.m.
- keynote address: Wednesday, Dec. 5, 8:45 a.m.-9:45 a.m.
- general session: Thursday, Dec. 6, 8:45 a.m.-10:15 a.m.
- happy hour reception in exhibit hall: Thursday, Dec. 6, 2:00 p.m.-3:30 p.m.

Section 3. Terms – Function rooms will be assigned on a first-come, first-served basis and will be based on space availability at the chosen facilities for industry-related groups and/or exhibitors only. The person listed above will be contacted by the personnel at the chosen facilities to secure room assignment, menus and pricing. All necessary arrangements for the function will be made by the contact person listed above and the assigned facility personnel. All costs associated with your function will be the responsibility of the company/organization designated on this form (i.e., room rental, food and beverage, AV, setup, etc.). It is understood that a duly authorized representative of the organization sponsoring the function will be responsible for settling the account with the catering department of the facility assigned. **The IA reserves the right for final approval of each function space request, and the IA is not responsible for any costs associated with this function.**

Acceptance of Terms: _____
(Signature of contact person - required)

Keep a copy for your records and return form by Sept. 1 to
Irrigation Association, Attention: Sara Wiltshire. Fax: 703.536.7019; email: sarawiltshire@irrigation.org
Questions: 703.536.7080, sarawiltshire@irrigation.org

For IA use only: Received ____/____/____ Sent to Facility(ies) ____/____/____
Confirmed Space: Facility _____ Room _____ Date _____ Time _____
Comments _____