



# Convention Center Meeting Room/Event Request

## Form Due April 29, 2022

### Room Uses:

- Market research and focus groups
- Private meetings with retailers, brokers, or reps
- Strategy sessions with booth staff
- Exhibit performance review and goal setting
- Hospitality events for customers
- Product features and staff training

### Requirements:

- Room users must comply with all venue rules and agree to pay charges for services
- Any fee for room resets, rekeying, food & beverage, or security are the renter's responsibility
- If a meeting room needs to be secured, whether required by the center or the preference of the company, guards must be rented through IDDBA security (cost to be paid by the company renting the room)
- Personal belongings, computers, etc. may not be left in rooms without security
- If using the room to decorate product, the exhibitor must protect the carpet and room features (visqueen carpet) at exhibitor's expense
- AV equipment must be ordered/rented from the venue
- Nothing may be hung, taped, nailed, or affixed to the walls, floors, furniture, etc.

### Meeting Room Guidelines:

- Meetings and events must be scheduled outside of the expo hours which are as follows:
  - Sunday, June 5: 11:00 am - 5:30 pm
  - Monday, June 6: 11:00 am - 5:30 pm
  - Tuesday, June 7: 10:00 am - 2:00 pm
- No meetings are allowed on the expo floor, except during expo hours

### Eligibility:

IDDBA 2022 exhibitors or retail companies registered to attend may be approved. Meeting rooms are not an extension of exhibit space. No selling or displays are permitted in the rooms.

### Approvals:

- A completed form must be submitted to IDDBA by deadline
- Room availability is on a limited basis, first-come, first-served
- Forms must be complete with contact information and signature
- Convention hotels and the center are required by contract to contact IDDBA for approval before assigning space
- After your application has been approved by IDDBA, you will be notified. IDDBA will send a copy of the approval to the venue to receive booking options
- Convention Center rooms require an insurance certificate naming International Dairy Deli Bakery Association, IDDBA 2022, Global Experience Specialists (GES), Levy, and Georgia World Congress Center as additionally insured

## RESERVE YOUR ROOM

To reserve a room, submit completed form by April 29, 2022 to Kay Faherty at [kfaherty@iddba.org](mailto:kfaherty@iddba.org). Once processed and approved, we will e-mail the confirmation.

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Company Name

Booth # (if applicable)

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Contact Name:

Phone #

Cell Phone #

Email

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Describe type of event  
attending

Who is invited

Expected #

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Date of Event

Time

Signature

Printed Name

For IDDBA Use Only: Approved: \_\_\_\_\_ Rm Assigned: \_\_\_\_\_ Date: \_\_\_\_\_