

Return to: ABACE
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ABACE2007
ASIAN BUSINESS AVIATION CONFERENCE & EXHIBITION
HONG KONG - FEBRUARY 6, 7, 2007

MEETING ROOM RESERVATION FORM

ABACE Management provides meeting rooms at AsiaWorld-Expo at no charge for Exhibitors who need additional meeting space during Show days. However, these rooms are limited and allocated on a first-come, first-served basis, and charges for audio/visual and/or catering are the responsibility of the Exhibitor. Also, please note ABACE Management is not responsible for providing signage, or the promotion of your meeting.

ABACE Management makes every effort to provide a meeting room that is appropriate in size and set in the manner required. However, rooms must be shared throughout the course of the Show, and cannot always be laid out as requested. If you would like to secure meeting room space, please complete the form below and fax to Sandy Wirtz at +1 (202) 833-9668.

COMPANY NAME _____

CONTACT _____ E-MAIL _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE _____ ZIP/POSTAL CODE _____ COUNTRY _____
(if U.S. address)

PHONE _____ FAX _____ CELL PHONE _____






E-MAIL _____

Type of Meeting: Business Meeting Breakfast
 Luncheon Reception

Day and Date of Meeting: _____

Exact Time of Meeting: Start time: _____ End time: _____

Anticipated Attendance: _____

Room Set: Theatre Style (seating only)  U-Shape 
 Classroom Style (tables and chairs)  Conference Style 
 Rounds of 10 

Comments/Special Requests: _____

Once your meeting room has been confirmed, you will receive a notice of the room number and the room set, along with a form to order audio/visual and/or catering for your event. Please understand that AsiaWorld-Expo does not allow a room set change during the Show without a labor charge which will be billed to the Company using the space. In order for ABACE Management to offer meeting space at no charge, we must abide by the rules of AsiaWorld-Expo.

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