



October 14-17, 2023 • Dallas

AFFILIATE MEETING SPACE APPLICATION

FUNCTION INFORMATION:

Company/Organization Name: _____

Exhibitor or sponsor? Yes No

University, government, or non-profit? Yes No

Booking Contact Name: _____ Email: _____

Phone: _____

Type of Attendance: Staff Only Invitation Only Open to all attendees

Please describe the purpose of this event: _____

Will food and/or non-alcoholic beverages be served? Yes No

Will alcohol be served? Yes No

Will A/V be needed? Yes No

Will internet be needed? Yes No If yes, for how many participants? _____

Do you want to host your event in the Omni or Convention Center? Yes No

If not, where are you requesting to host your event? _____

Meeting Space Rental in Omni/KBH Dallas Convention Center is charged per hour by OW. One hour will be scheduled between meetings for setup and cleanup at no cost. If you require more than one hour for setup, please include those hours on the appropriate line below. Likewise, if you want the option of running over or need extra time to tear down. Meeting Space Rental in any other facility will be decided by facility. Classroom, theater, and non-standard setup styles will incur a **\$300 surcharge** for room turn.

Event Name	Meeting Date	Estimated # of attendees	Start Time	End Time	Room setup style
SETUP					
TEAR DOWN/RUN OVER					

Hours requested rounded up to nearest hour: _____

Return both pages of this completed form to annualmeeting@obesity.org

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Onsite Contact: _____

Contact Cell Number for Day of Event: _____


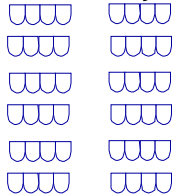

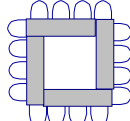



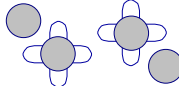
Company/Organization Name: _____

Event Name: _____

Meeting Room Set-Up

NUMBER	ADDITIONAL EQUIPMENT NEEDS	NUMBER	ADDITIONAL EQUIPMENT NEEDS
	Easel(s) for client supplied signage		Head Table for <input type="text"/> people
	Table Top Lectern		Registration Desk with <input type="text"/> chair(s)
	Standing Lectern		6x30 Skirted Display Table
	Riser		Other:

Please select style(s) that are acceptable below or describe.
 ObesityWeek® may require alteration in setup style to minimize room turns.
 Classroom, theater, and non-standard setup styles will incur a **\$300 surcharge** for room turn.

	Classroom	Room Set Quantity	Theater Style
<input type="checkbox"/>	 Specify: 2 per 6' table or 3 per 8' table	<input type="text"/> (amount of chairs/expected number of attendees)	
<input type="checkbox"/>	Conference 		Hollow Square 
<input type="checkbox"/>	Rounds of 8 		Rounds of 10 
<input type="checkbox"/>	U-Shape 		Cocktail / Reception 

*Setup capacity will vary depending on meeting room or suite square footage. Please confirm with your Event Manager (at facility) to ensure requested setup accommodation will fit in the reserved meeting room.

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