



ACVIM FORUM

As far as you want to go.

HOSPITALITY/AFFILIATE/ COMMERCIAL EVENT REQUEST

Hospitality suites, special parties, seminars and other exhibitor-sponsored events are not permitted at any time during the following dates: June 9 - 12, 2010. No space will be made available to any of the 2010 ACVIM Forum contracted hotels or convention center for private events unless approved by ACVIM Forum management staff. ACVIM expends an inordinate amount of resources to market and produce the ACVIM Forum and therefore a Commercial Event Fee will be charged for approved commercial events.

All exhibitors requesting meeting space must fill out this form with specific details regarding your event. All forms must be approved by ACVIM Forum management staff and on file prior to the convention. Any unapproved event will result in lost priority points for the host company and will be requested to terminate the event.

Commercial event fee: \$ _____ (Hosting company is responsible for all event expense in addition to this fee)

EVENT REQUEST

Circle all that apply:

Meeting (no food)	Wednesday, June 9	Time: _____ AM PM
Meeting (food)	Thursday, June 10	
Breakfast	Friday, June 11	To
Lunch	Saturday, June 12	_____ AM PM
Dinner		
Reception		

of attendees expected: _____

Room Set: (Circle One)

Theater (chairs only)	Reception (cocktail seating)
Schoolroom (rows of long tables with chairs)	Conference (rectangular or oval table)
Rounds/Banquet (round tables)	

Meeting Purpose:

_____	_____	_____
Company Name		Booth #
_____	_____	_____
Primary Contact Name	Phone Number	E-mail
_____	_____	_____
Signature	Print Name	Date

Fax to 303-231-0880

For more information, please contact:

Kathy Klaus
Regional Education & Exhibits Manager
800-245-9081 or Kathy@ACVIM.org

OR

Linda Workman, MS, DVM, CVA, CCRP
Industry Relations Manager
720-324-3319 or Linda@ACVIM.org

1997 Wadsworth Boulevard, Suite A | Lakewood, Colorado 80214-5293
Telephone: 303-231-9933 | 1-800-245-9081 (USA & Canada) | Facsimile: 303-231-0880
E-mail: ACVIM@ACVIM.org | Website: www.ACVIM.org