

# National Postal Forum Meeting Space Request Form San Antonio, TX \* May 6-9, 2018

**DEADLINE FOR MEETING SPACE REQUESTS IS March 23, 2018**

Meeting space is assigned on a first come basis.  
Meeting room names will not be confirmed until after March 23, 2018.  
Affiliate meetings cannot be conducted during NPF educational sessions.

Henry B. Gonzalez Convention Center

**A. TITLE OF FUNCTION OR EVENT:** \_\_\_\_\_

Day(s): \_\_\_\_\_ Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm  
Please indicate the day(s) of the week, date(s), start time and end time of your function.

**B. ESTIMATED ATTENDANCE:** \_\_\_\_\_

Display on Hotel or Convention Center Bulletin Board?: Yes  No

TYPE OF FUNCTION:

	Start Time	End Time	<input type="checkbox"/> Beverage Breaks	<input type="checkbox"/> am	<input type="checkbox"/> pm
<input type="checkbox"/> Meeting	_____	_____			
<input type="checkbox"/> Breakfast	_____	_____	<input type="checkbox"/> Reception	start time	_____ p.m.
<input type="checkbox"/> Lunch	_____	_____		end time:	_____ p.m.
<input type="checkbox"/> Dinner	_____	_____	<input type="checkbox"/> Entertainment--Type	_____	

**C. FUNCTION SET-UP:** (Please include as many details as possible.)

SEATING:

Theater Style  
 Conference Style  
 U-Shape Table  
 Hollow Square  
 Reception Style  
 Banquet Rounds  
 Classroom Style

EQUIPMENT/AUDIO VISUAL: (rental charges will be billed separately)

Standing Lectern  
 Table Lectern  
 Overhead/Stand  
 Flipchart  
 Slide Projector/Stand  
 Screen  
 Other Equipment:

FOR NPF USE ONLY	
Room Assignment:	
To Facility On:	
To Affiliate On:	

**D. BILLING:** (Must be completed before meeting space will be assigned; for guarantee of space only. Discuss your billing options with the facility upon confirmation of space from NPF.)

Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Email all requests to NPF at [meetings@npf.org](mailto:meetings@npf.org).**