

# National Postal Forum Meeting Space Request Form Indianapolis, IN – May 5-8, 2019

## DEADLINE FOR MEETING SPACE REQUESTS IS March 22, 2019

Meeting space is assigned on a first come basis.  
Meeting room names will not be confirmed until after March 22, 2019.  
Affiliate meetings cannot be conducted during NPF educational sessions.

**Meeting Space: Indiana Convention Center, JW Marriott or Indianapolis Marriott**

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

Day(s): \_\_\_\_\_ Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Please indicate the day(s) of the week, date(s), start time and end time (include AM or PM) of your function.

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

		Display on Hotel or Convention Center Bulletin Board?: Yes      No	
TYPE OF FUNCTION:			
	Start Time	End Time	Beverage Breaks: _____ a.m. _____ p.m.
Meeting	_____	_____	
Breakfast	_____	_____	Reception start time: _____ p.m.
Lunch	_____	_____	end time: _____ p.m.
Dinner	_____	_____	Entertainment –Type: _____

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

SEATING:	EQUIPMENT/AUDIO VISUAL: <i>(rental charges will be billed separately)</i>	
Theater Style	Standing Lectern	
Conference Style	Table Lectern	
U-Shape Table	Overhead/Stand	
Hollow Square	Flipchart	
Reception Style	Slide Projector/Stand	
Banquet Rounds	Screen	
Classroom Style	Other Equipment:	
	_____	

<b>FOR NPF USE ONLY</b>
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).**

