



## REQUEST FOR MEETING SPACE

Complete and e-mail back to [mpawelski@nasgw.org](mailto:mpawelski@nasgw.org)

*No later than September 13, 2024*

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address | City | State | Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**DATE of Meeting:**  Sun. 10-13  Mon. 10-14  \*Tues. 10-15  \*Wed. 10-16

**LOCATION Preference:**  Marriott Downtown KC  Kansas City Convention Center

**HOURS:** from \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m.

**NUMBER of people:** \_\_\_\_\_

**SET UP:**  Classroom  Hollow Square  Rounds  Reception

**ADDITIONAL Needs:**  Catering  Audio/Visual  Wi-Fi

Requests will be forwarded in the order in which they are received. You will be contacted directly by the Hotel/Convention Center staff to finalize all details.

**\*NOTE** - Meeting Space is NOT available during our regular Expo hours or during the Tuesday (10/15) Appreciation Reception/Dinner beginning at 6:00 p.m.