

# Industry Associated Meeting Room Request (For MCC Rooms Only)

**Meeting** rooms at the Minneapolis Convention Center may only be rented by times approved through MPF. Please complete the meeting room request form and an MPF representative will be in contact with you.

If you require more than one room or more than one time slot, please complete an additional request.

Meeting Room Rental Fee: \$150 per room, per event (*AV equipment & catering NOT Included*)

All fields marked with \* are required.

## 1 Contact Information

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

\* Address: \_\_\_\_\_

\* City: \_\_\_\_\_ \* State/Province: \_\_\_\_\_ \* Zip/Postal Code: \_\_\_\_\_ \* Country: \_\_\_\_\_

\* Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ \* Email: \_\_\_\_\_

## 2 Meeting Details

\* Purpose of Meeting: \_\_\_\_\_

\* Attendance: \_\_\_\_\_ \* Meeting Date: \_\_\_\_\_ \* Start Time: \_\_\_\_\_ \* End Time: \_\_\_\_\_

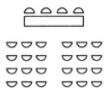
\* Food Service Needed:  YES  NO \* Stage:  YES  NO \* Podium:  YES  NO

\* Microphone Type:  PODIUM  TABLE  FLOOR  WIRELESS LAVALIERE  NONE

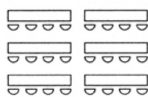
\* Podium Type:  TABLE  STANDING \* Screen  YES  NO; Quantity Needed: \_\_\_\_\_

\* Seating Preference:

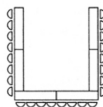
Theater



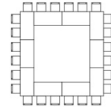
Classroom



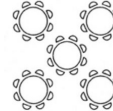
U-Shape



Hollow Square



Roundtables



Conference



**2 Payment** (Meeting room rental fee will be charged immediately; any remaining balance for AV charges will be applied to the cc on file after the completion of the MPF Convention - a receipt will be emailed)

Total amount: \$ \_\_\_\_\_

\*  CREDIT CARD (American Express, MasterCard or VISA)

\* Name on card: \_\_\_\_\_

\* Address (credit card billed to): \_\_\_\_\_

\* Card #: \_\_\_\_\_

\* Exp. Date: \_\_\_\_\_ \* CVV Security Code: \_\_\_\_\_

\* Signature: \_\_\_\_\_ \* Date: \_\_\_\_\_

## Return this form to:

**Mail:**

Midwest Poultry Federation  
Teresa Sorenson  
108 Marty Drive  
Buffalo, MN 55313-9338

**Fax:**

763/682-5546

**Email:**

tsorenson@midwestpoultry.com