



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

Meeting rooms at the Minneapolis Convention Center may only be rented for dates/times approved by PEAK Management. Please complete the meeting rooms request form and an PEAK representative will contact you.

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

**Meeting Room Rental Fee:** \$250 per room, per event (***AV equipment & catering NOT included***)

All fields marked with \* are required.

## Contact Information

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

**Contact:** \_\_\_\_\_

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

## Meeting Details

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

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

**\*Food Service Needed:**  Yes  No

**\*Stage:**  Yes  No

**\*Podium:**  Yes  No

**Podium Type:**  Table  Standing

**\*Screen Needed:**  Yes  No

**\*Projector Needed:**  Yes  No

**\*Microphone:**  Podium  Wireless Lavalier  Handheld  None

**\*Seating Preference:**  Theater  Classroom  U-Shape  Hollow Square  Roundtables  Conference

## Payment

*\*Meeting room rental fee will be charges immediately; any remaining balance for AV charges will be applied to the cc on file after the completion of PEAK 2023 - a receipt will be emailed.*

**Total Amount:** \$ \_\_\_\_\_

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

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

**Billing Address (if different than above):**

\_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **CVV Security Code:** \_\_\_\_\_

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

**Return this form to:**  
  
**EMAIL:**  
**tsorenson@midwestpoultry.com**