



GlobalShop 2008
McCormick Place West Building
March 18-20, 2008
Chicago, IL

MEETING ROOM/ HOSPITALITY SUITE GUIDELINES – HOTEL
DEADLINE: February 15, 2008

- 1. Procedure for Securing Hotel Meeting Rooms & Hospitality Suites**
 - All requests for Hospitality Suites must be submitted to Ambassadors. *Do not contact the hotel(s) to reserve hospitality suites – all hospitality suite requests must go through Ambassadors.*
 - Ambassadors & Show Management will approve and confirm your Hospitality Suite reservation.
 - Upon notification of approval, exhibitors may contact hotel(s) to reserve Meeting Rooms. A list of hotels, phone numbers and contacts is included the following pages.
 - The hotel will confirm your Meeting Room reservation.

- 2. Qualifications for Request Approval**
 - Meeting Rooms and Hospitality Suites are reserved exclusively for our Exhibitors' use before and after show hours
 - If you cancel your exhibit space, your Meeting Room and/or Hospitality Suite request will also be cancelled.
 - All requests for Meeting Rooms must be pre-approved by Show Management. Show Management reviews requests and approves release of space. Show Management does not secure reservations or guarantee the availability of meeting rooms or hospitality suites. All requests are on a first-come, first-serve basis through Ambassadors by calling (800) 205-6222.
 - Upon approval, the exhibitor is responsible for reserving the meeting room, in addition to all other arrangements and costs.