



Request for Networking Function

If you would like to host a networking function during the week of NFMT, please complete this form and we will submit your request to the selected hotel/venue.

- Only companies exhibiting in NFMT will be considered for networking functions.
- The networking function and hours must be approved by Event Management before it is submitted to the hotel/venue of your choice. The hours must not interfere with the exposition, conference or other event activities.
- Exposition hours are as follows:

Tuesday, March 16	12:00pm - 4:00pm
*Opening Networking Reception	4:00pm - 5:00pm
Wednesday, March 17	11:00am - 3:00pm
Thursday, March 18	11:00am - 2:00pm
- Once your function request is approved it will be sent to the hotel/venue you selected and a representative will contact you to assist in planning your function.

Fax this completed form to:
1-630-271-8234
Your request will be reviewed and when approved we will send it to the venue you selected.

Company Name: _____ Booth #: _____

Address: _____ Address 2: _____

City: _____ State: _____ Zip Code: _____

Tel: _____ Fax: _____

Contact: _____ E-Mail: _____

Type of function: _____ (networking, meeting, training, etc.)

Who will be attending? _____ (staff, clients, prospects, etc.)

Date preferred: _____ Time preferred: _____ Number of people: _____

Room set: _____ (theater, classroom, hollow square, etc.) Audio/Visual needs: _____

Catering needs: _____

Please check the hotel which you are interested in:

- Baltimore Marriott Inner Harbor
- Baltimore Marriott Waterfront Hotel
- Days Inn Inner Harbor
- Hilton Baltimore Convention Center
- Hyatt Regency Baltimore
- Renaissance Harborplace Hotel
- Sheraton Inner Harbor Hotel

Other Options

- Restaurants and local Baltimore attractions or venues
- *A representative from the Baltimore Area Convention and Visitors Association

Request received at ROC: _____
Request approved by: _____
Date sent to hotel/venue: _____