

Meeting Room Request Form

Deadline: May 4, 2012

Meeting rooms are very limited and assigned on a first-come, first-served basis. Please submit your room request as soon as possible. **The meeting room request deadline is May 4, 2012.** Note that the use of meeting rooms is complimentary to ASA members only. However, ASA requests that ASA members make a donation of a

minimum of \$200 per room per day, which will be divided equally between the FishAmerica Foundation and KeepAmericaFishing™. Your donation to the FishAmerica Foundation is tax deductible. Donation information and meeting room assignments will be provided once the meeting room is confirmed.

Booth #: _____ Company Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

Meeting/Event Name: _____

Date of Function: _____ Time/From: _____ To: _____ Number of Attendees: _____

Type of Function: (check one)

- Meeting Hospitality Breakfast Lunch
 Cocktail Reception Dinner Other: _____

Room Set-up: (check one) (See reverse for diagram)

- Theater U-Shape Schoolroom Banquet Conference
 Hollow Square Other: _____ Head Table for _____ (Number of people)

Note: Head table is not draped.

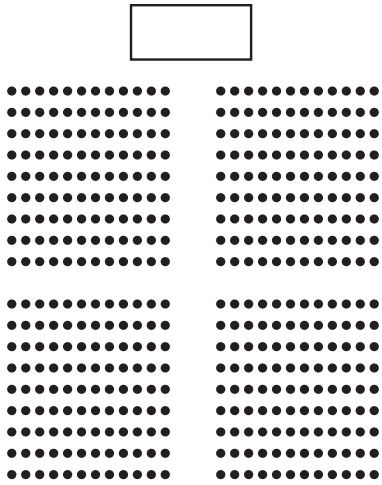
Standard Equipment and Services:

Room rental includes the following (if requested). Please check all items you require for your function. All equipment and services not listed will incur additional charges. Catering, A/V, furnishings and electrical contacts will be provided with meeting room confirmation.

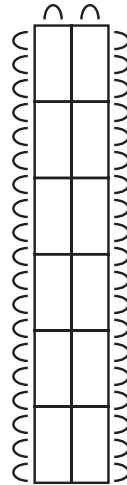
- Staging (check one): 6' x 8' x 18' 6' x 8' x 24' 6' x 8' x 30'
 Additional tables (draped and skirted) (check one): 6' x 30" 8' x 30"
 Additional microphone (check one): Lavalier Tabletop Aisle
 One (1) standing lectern with microphone
 ADA: (list special needs) _____

Please return form or direct questions to ICAST@asafishing.org; or fax: 703-519-1872.

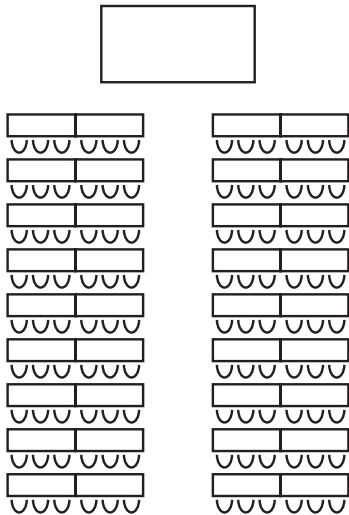
Meeting Room Set-Up Diagrams



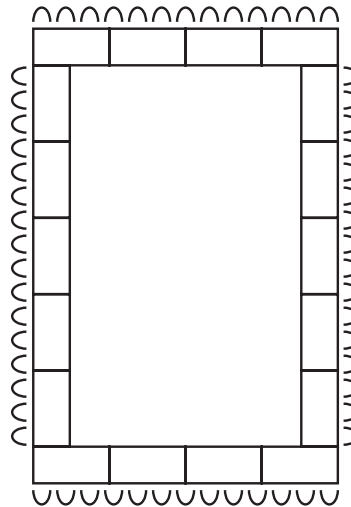
Theater



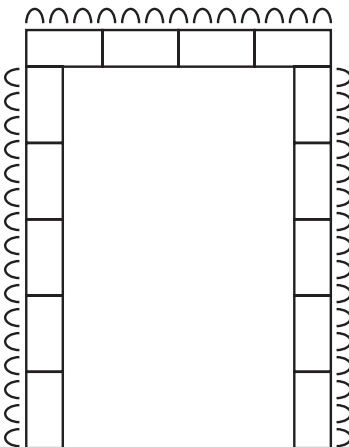
Conference



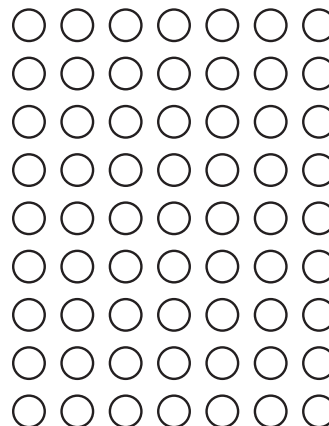
Schoolroom



Hollow Square



U-Shape



Banquet