

**Medical Automation 2007 Exhibitor Space Contract
 October 28-30, 2007
 National Conference Center, Loudoun County, Virginia**

Meeting Space Registration Form

Meeting space is available on a first come first serve basis and is available on October 28-30, 2007 on a first come first serve basis. Each room can accommodate 10 people.

Function name _____

Date _____ Start time: _____ Finish time _____

Anticipated attendance _____

Your Name _____ Title _____

Phone _____ Email _____

Onsite Contact _____

Phone _____ Email _____

Company _____

Address _____

City _____ State _____

Postal Code _____ Country _____

Contact person _____

Title _____

Website _____

Room set _____

Room Setup **Circle your choice.** (Rounds, Class room, Theater, Board Room)

Food and Beverage Snacks are available at food stations in the hallway throughout the day. If you plan food and beverage over and above that provided by NCC, you would be responsible for making those arrangements. Breakfast, Lunch, Reception, Dinner

Yes, I plan to make special food & beverage arrangements _____

Audiovisual _____

Posting

Please note that it is your responsibility to communicate all information to your attendees. It is also your responsibility to provide signage for your event onsite. Signage will only be permitted immediately outside meeting space.