



# I/ITSEC 2021 EXHIBIT HALL MEETING ROOM APPLICATION

## INTERSERVICE/INDUSTRY TRAINING, SIMULATION AND EDUCATION CONFERENCE

November 29 – December 3, 2021  
Orange County Convention Center  
Orlando, Florida

### RETURN CONTRACT VIA:

Fax: (703) 243-1659  
Email: [sburch@NTSA.org](mailto:sburch@NTSA.org)  
Mail: NTSA Exhibits  
2101 Wilson Blvd, Suite 700  
Arlington, VA 22201

*\*This is a request form you are NOT guaranteed meeting room space or size. Deadline date to submit request form October 1, 2021.*

### 2021 MEETING ROOM RATES

10x10 Meeting Room \$2,500.00  
10x20 Meeting Room \$3,750.00  
20x20 Meeting Room \$5,000.00

### NON-EXHIBITING COMPANIES (ADDITIONAL FEES):

- \*Companies not having a booth space at I/ITSEC will pay an additional 50% to above prices.
- \***Electricity and furniture are NOT included for non-exhibitors.**
- \*Meeting room rental furnishings **NOT** included for non-exhibitors.
- \*Please see below for non-exhibitor badge restrictions.

Meeting Room(s) Size Requested: \_\_\_\_\_ Booth #: \_\_\_\_\_ Rate: \_\_\_\_\_

### CONTACT INFORMATION

Company		Contact		
Title		Street Address		
Address 2		City	State	Zip
Country	Phone	Fax		
E-mail		Website		

### MEETING ROOM RENTAL FURNISHINGS:

- 10x10 Rooms: (2) standard arm chairs, (1) round table, (1) wastebasket, (1) standard carpet
- 10x20 Rooms: (4) standard arm chairs, (2) round tables, (2) wastebaskets, (1) standard carpet
- 20x20 Rooms: (8) standard arm chairs, (3) round tables, (3) wastebaskets, (1) standard carpet
- One standard electrical outlet will be included with each office and will be located in the center of each office. If you require additional power it can be ordered through the OCCO at the exhibitor's expense.
- Meeting room rental furnishings **NOT** included for non-exhibitors
- Non-Exhibiting companies will not be provided electricity and furniture. They must order it separately on their own.
- Cleaning services are NOT included and can be ordered additional through the Exhibitor Service Manual.
- regulations governing the exhibit.
- Meeting rooms may only be used during exhibit hours (set up & teardown included) and must be vacated by 3pm on the last day of the show.
- Under NO circumstance can food & beverage, furniture, signage, products, etc. be outside of the room in the aisle.
- Attendees and Guests must be registered in order to gain access to exhibit hall, including meeting rooms.
- One lockable door is included, however the rooms are not 100% secure. Do not leave prototypes or valuables unattended. The security of your meeting room and its contents is your responsibility for the time allotted.
- You are responsible for all costs, and for supplying additional furnishings, security, electrical, equipments, food & beverage, phones/lines, audio-visual, or any other services needed in utilizing your room, see Exhibitor Service Manual for these forms.
- Do not use or meet in any room that was not confirmed for you or your company.
- Those companies that only have an office space and not a booth will receive a limited number of exhibitor badges, based on the size of the office space rented. The limit of badges does not apply to exhibitors who have a booth on the show floor, only non-exhibiting companies.
- 10x10 – (4) badges | 10x20 – (8) badges | 20x20 – (12) badges

### POLICIES AND PROCEDURES:

- Meeting rooms may not be used as additional exhibit space. Companies using the meeting rooms as exhibit space will be charged the exhibit space rental fee for the space, in addition to office rates.
- Companies using the meeting rooms must adhere to all rules and

### PAYMENT INFORMATION

Check: \_\_\_\_\_ (make payable to NTSA/IITSEC2020)    Amex    MasterCard    Visa

Credit Card Number	Exp. Date	CSV
Printed Name	Signature	

By signing this contract, you agree to all of the above policies and procedures, in addition to the rules & regulations governing the exhibit. Rooms are reserved on a first come, first served basis, and will be confirmed end of October 2021.