



2020 NATDA Trailer Show  
Exhibitor Meeting Space Request Form

Exhibiting Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Meeting Date/Time Requested: \_\_\_\_\_

*Meetings will only be approved outside of NATDA scheduled events.*

Purpose of Meeting: \_\_\_ Sales Team Meeting \_\_\_ Dealer Meeting \_\_\_ Networking Event  
\_\_\_ Other: \_\_\_\_\_

Number of People: \_\_\_\_\_

Room Set Up: \_\_\_ Classroom \_\_\_ Theater \_\_\_ Banquet \_\_\_ Reception

Special Request: \_\_\_\_\_

Do you need any of the following services?

\_\_\_ Audio Visual \_\_\_ Catering \_\_\_ Electric \_\_\_ Other: \_\_\_\_\_

NATDA will send you the contact information for any of the above-requested services. Any contracts signed for these services, and charges incurred, are the responsibility of the company requesting the meeting.

**I acknowledge that NATDA is providing a conference room ONLY at no charge which includes a basic room set. Any additional charges incurred are the responsibility of the company requesting the meeting.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Meeting Approval by NATDA:

Date/Time Confirmed: \_\_\_\_\_ Room # \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to Andria Gibbon at [andria@natda.org](mailto:andria@natda.org). For any questions please call Andria at 727-360-0304 x102.