

Convention Space Order Form

---

Company Name:		Main Contact Number:
Main Contact:		Main Contact Email:
Address:		
City:	State:	Zip Code:
On Site Contact:		On Site Cell Number:
Meeting Room Name:		
Meeting Date(s):		

---

Room Setup Needs:  
Please Detail How You Would Like Your Meeting Room to be Set.

---

Audio Visual Needs:  
Please Detail Any Audio Visual Requirements. AV is Handled Exclusively by Encore Event Technologies.  
Groups are Permitted to Provide Their Own LCD Projector But Will be Subject to the Support Package @ \$350.00 Per Day.  
Please Contact AV Directly @ 702-791-7780 or email [keith.nelson@encore-us.com](mailto:keith.nelson@encore-us.com)

Convention Details:  
Use Multiple Sheets if Needed  
Click for [Convention Menus](#)

Event Day:	Event 1 Event Date:	Overall Attendees:
	Start Time:	End Time:

Food and Beverage Order:

Event Day:	Event 2 Event Date:	Overall Attendees:
	Start Time:	End Time:

Food and Beverage Order:

Event Day:	Event 3 Event Date:	Overall Attendees:
	Start Time:	End Time:

Food and Beverage Order:

Event Day:	Event 4 Event Date:	Overall Attendees:
	Start Time:	End Time:

Food and Beverage Order: