DAILY MEETING & FUNCTION ROOM RENTAL

To secure a meeting or function room, complete this form and return it with payment by **November 30, 2011.**

COMPANY

ADDRESS

CITY STATE ZIP

PHONE

FAX

EMAIL

ON-SITE CONTACT

CONTACT'S CELL PHONE

BOOTH NO.

DAY(S) REQUESTED

TOTAL FEE $

ANTICIPATED ATTENDANCE

PURPOSE OF ROOM *(meeting, luncheon, reception, etc.)*

TITLE:

DESCRIPTION:

Rental period is for 7:00 am – 8:00 pm including set up and move-out. Exhibitor agrees to adhere to the requirements and guidelines of the Boston Convention & Exhibition Center.

ROOM SIZE	RATE	CAPACITY THEATRE / CLASS / RECEPTION
☐ small	$250 / day	200 / 125 / 110
☐ medium	$500 / day	300 / 230 / 200
☐ large	$750 / day	1100 / 700 / 600

PRINT NAME _____ TITLE _____

SIGNATURE _____ DATE _____

METHOD OF PAYMENT ☐ Check Enclosed ☐ MasterCard ☐ VISA

CARD NO. _____ SECURITY CODE _____ EXP. DATE _____

PRINT CARD HOLDER'S NAME _____ SIGNATURE OF CARD HOLDER _____

CARD HOLDER'S ADDRESS *(if different from above)* _____

CITY / STATE / ZIP _____

Daily meeting rooms will be assigned on a first-come, first-served basis. This contract is made in accordance with the conditions set forth in the New England Grows Exhibit Booth Contract. Payment in full must accompany this contract. Cancellations must be received in writing before December 22, 2011 and are subject to a 50% cancellation fee. There will be no refunds after December 22, 2011. Show management reserves the right to prohibit or close any function for any reason it deems necessary.

(For office use only) DATE & ROOM NUMBER ASSIGNED

Return with payment in full to:

New England Grows, Inc. 8-D Pleasant Street South Natick, MA 01760

Tel: (508) 653-3009 Fax: (508) 653-4112 www.NewEnglandGrows.org

NEW ENGLAND GROWS!