



ITC 2010 November 2 - 4

Austin Convention Center, Austin TX

Meeting Room Assignment and Authorization to Charge:

Credit Card Type:

Visa ____ Mastercard ____ American Express ____

Name as it appears on card: _____

Credit Card Number: _____

Expiration Date: _____

Signature: _____

Company Name: _____

Booth Number: _____

Phone: _____

Fax: _____

E-Mail: _____

The above signature is authorization to charge the credit card listed for the room rental in the amount of \$_____. I also understand that cancellation of any room(s) will not be refunded. The daily charge is \$500.00 per day, per room. Any change in the original set-up* may result in a change charge of up to \$500.00 per change. This will be billed to the credit card on file. Rooms are limited and will be assigned on a first-come first-serve basis. If a room is assigned there will be a follow up form with details for any catering and A/V requirements.

Dates Requested: _____

Number of People: _____

Times: _____

Room Set-Up: Theater: ____ Classroom: ____ Conference: ____

*Note: room may be preset to a certain configuration. Any changes may have added charges.

Send the completed form to:

Caroline Stainback, ITC Office

ITC@courtesyassoc.com

(202) 973-8665 Phone

(202) 331-0111 Fax

Any questions please contact:

Cassandra Koenig , ITC Exhibits

Cassandra.Koenig@verigy.com

(408) 864-5117

Room Assigned: _____