



**ITC 2019 November 12-14
Washington, DC**

Meeting Room Request and Assignment:

Requester Name _____

Company Name: _____

Booth Number: _____

Phone: _____

E-Mail: _____

Please complete the following information to help us assign your meeting space:

Date(s) Requested: _____

Number of People: _____

Times: _____

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

*Note: room may be preset to a certain configuration. Any changes may incur additional charges.

A non-refundable charge of **\$500.00 per day, per room will be due upon room assignment.** Please note that changes in the original set-up* request may result in a change charge of up to \$500.00 per change. Rooms are limited and will be assigned on a first-come first-serve basis. Catering and A/V expenses are extra and are the responsibility of the exhibitor. Forms and contacts will be provided.

Send copy of completed form to:
Amy Gold, amy.gold@advantest.com

Any questions please contact:
Bill Lowd, bzintrnatl@aol.com

AND

Fax or Email this completed form to the ITC office at (202) 331-0111, itc@courtesyassoc.com. An invoice with payment instructions will be sent upon receipt.

OR

Make check payable to “International Test Conference” & mail with order form to:

ITC c/o Courtesy Associates
2025 M Street, NW, Suite 800
Washington, DC 20035
Tel: 202-973-8665

[ITC use only] Room Assigned / Location: _____