



Viva Las Vegas!

South Point Hotel & Casino August 2-4, 2017

MEETING/FUNCTION SPACE REQUEST FORM

DEADLINE: MONDAY, JULY 10, 2017

MAIL OR FAX FORM TO:
BCA EXPO MANAGEMENT
10070 W. 190th Place, Mokena, IL 60448
Phone 708.226.1300 Fax 708.226.1310

Are you planning a Sales Meeting, Conference, Private Meeting, Dinner or other activity? Reserve your function space needs today because all meeting rooms will be assigned on a first-come, first-served basis. Room rental and catering fees vary with location and needs of the function.

BCA and W.T. Glasgow, Inc. are not sanctioning or sponsoring bodies of these functions. Any payment required for ASCAP/BMI music licensing will be sole responsibility of the exhibiting company.

All parts of this form must be completed or your request will not be processed.

DAY/DATE OF FUNCTION: _____

TIME OF FUNCTION: *(start and finish)* _____

Please make note of any rehearsal time required: _____

ESTIMATED NUMBER OF PERSONS ATTENDING MEETING: _____

ROOM SET UP REQUIRED: *(Please check one)*

- Theatre Classroom Conference Hollow Square U-Shape
 Round Tables Other: _____

HEAD TABLE REQUIRED: Yes No *If yes, how many people* _____

AUDIO VIDSUAL REQUIRED: Yes No
(If yes, a representative from South Point Hotel, Casino & Convention Center will contact you directly.)

CATERING REQUIRED: Yes No
(If yes, a representative from the Catering Department will contact you directly.)

All confirmations and methods of payment for catering and audio visual will be handled through the South Point Hotel, Casino & Convention Center directly.

Direct all correspondence and confirmations to:

Name: _____ Company: _____

Phone: _____ Fax: _____ Email: _____