



## 2017 Nursery/Landscape EXPO Meeting Room Reservation Form

If you would like to reserve a room for a business meeting or hospitality function at the Kay Bailey Hutchison Convention Center, please provide the following information. By completing and returning this form, the company agrees to host their meeting or hospitality function in such a manner that it does not conflict in a major way with any Nursery/Landscape EXPO events. **Deadline: August 3, 2016**

Company Name

Contact Name

Address

City

State

Zip

Telephone

Email

### MEETING ROOM DESCRIPTION

Date of Meeting: \_\_\_\_\_ Start and End Time: \_\_\_\_\_ Estimated # Attending: \_\_\_\_\_

#### Function Type:

- Meeting
- Breakfast
- Luncheon
- Cocktail Reception
- Other \_\_\_\_\_

#### Room Set-Up:

- Theater
- Classroom
- Rounds
- Hallow Square
- U-Shape
- Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon receipt of Meeting Room Reservation Form, Texas Nursery & Landscape Association will send a confirmation detailing your request. You will also receive information on catering and AV needs.

**FOR MORE INFORMATION, CONTACT THE TEXAS NURSERY & LANDSCAPE ASSOCIATION**

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