



ITC 2008 October 28 – 31

Santa Clara Convention Center, Santa Clara, California

**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. Any A/V will also be charged 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: \_\_\_\_\_

Time: \_\_\_\_\_

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:**

Catherine Portner, ITC Office

[ITC@courtesyassoc.com](mailto:ITC@courtesyassoc.com)

(202) 973-8665 Phone

(202) 331-0111 Fax

**Any questions please contact:**

Ron Press, ITC Exhibits Chair

[ron\\_press@mentor.com](mailto:ron_press@mentor.com)

(503) 685-7954 Phone

Room Assigned: \_\_\_\_\_