



## Meeting Space Request Form (p.1)

Meeting space is available at Huntington Convention Center of Cleveland and one of our host hotels. Requests will be accommodated on a first-come, first served basis and are subject to space availability.

**Note:** Functions for TNNA Attendees cannot be scheduled during official show or program hours, including social events. The following are available times for social functions: Wednesday, June 13 after 6:30 PM; Thursday, June 14 after 9:00 PM; Friday, June 15 after 6:00 PM; Saturday, June 16 after 6:00 PM; Sunday, June 17 after 2:00 PM.

*Submit completed form via email no later than Friday, May 4, 2018.  
For questions, or to submit your form, please contact [Shelby Fulkerson](mailto:shelby.fulkerson@tnna.org) or call her at 312.673.5785.*

**Meeting/Function Space Information:** (If you are requesting space for more than one event, please fill out multiple forms.)

Space Request Location:       Huntington Convention Center       TNNA Host Hotel (please circle):

Hilton  
 DoubleTree  
 Holiday Inn Express

Date of Function: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_ Type of Function: \_\_\_\_\_  
(Breakfast, reception, sales meeting, etc.)

Will Food and Beverage be ordered?    Yes, please provide catering menus.       No.

Room Set-Up: \_\_\_\_\_  
(Conference, Theater, Hollow Square, U-Shape, Schoolroom, Banquet, Reception)

Audience:       Company Personnel Only       TNNA attendees

**Request Completed By:** (Please Print)

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

# Meeting Space Request Form (p.2)

**APPLICANT:** Please return completed copies to TNNA Headquarters. Meeting/function space will be assigned on first come, first-served basis. TNNA will make every effort to accommodate your meeting needs. By signature of this document, applicant agrees to terms within. TNNA Headquarters will notify you in writing of your assigned meeting/function space. After receiving notification from TNNA Headquarters, you will receive contact information for the facility and can communicate directly with the facility for final arrangements.

This will authorize the above facility to release the public areas as shown above from space held for the TNNA NeedleArts Summer Trade Show. The company named above will be responsible for all charges - **NO CHARGES IN CONNECTION WITH THE ABOVE FUNCTION(S) ARE TO BE BILLED TO TNNA.** No changes in date, time or location may be accepted unless otherwise authorized by TNNA Headquarters. The applicant will further instruct the above listed property regarding all details: i.e., audio/visual, room set-up, menus, guarantees etc. Applicant will be responsible for individual ASCAP/BMI licensing fees applicable to their function(s). The above mentioned function is not an official TNNA function, and therefore is not covered under the Association's ASCAP/BMI Licensing Agreements. Furthermore, TNNA will be held harmless from and against any and all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from the sale or service of alcoholic beverages in connection with the above function.

Approved by TNNA: \_\_\_\_\_ Date: \_\_\_\_\_

## For TNNA Headquarters Use Only:

Date: \_\_\_\_\_ Confirmed Start Time: \_\_\_\_\_ Confirmed End Time: \_\_\_\_\_

Space Assigned: \_\_\_\_\_