



2018 American Fisheries Society Conference AFFILIATED MEETING REQUEST

Limited meeting room space is available at the Atlantic City Convention Center. The Atlantic City AFS Committee will work with interested groups to allocate meeting space for affiliated meetings on a first come-first served basis, upon availability.

Submit this request form for all affiliated meetings. The contact person will be responsible for providing accurate information, conveying changes in group size, etc. A cell phone number of the on-site contact is necessary for notification of any last-minute changes.

If this meeting is sponsored by a vendor to promote products/services or a meeting for clients, please contact Shawn Johnston at sjohnston@fisheries.org.

Return completed form by **June 30, 2018** to:

Heather Corbett: heather.corbett@dep.nj.gov, (609) 748-2025

Meeting rooms will be reserved and assigned first come, first served.

Name of Organization or Meeting Title: _____

Contact Person: _____ Application Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell phone: _____ E-mail: _____

Anticipated group size: _____ **Overestimation is better than under, but report any size changes ASAP.**

Meeting Date: _____ Set-up Time: _____ Start Time: _____ End Time: _____

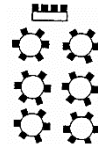
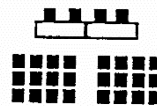
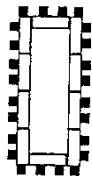
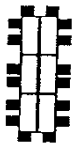
Seating Arrangement (choose one):

Conference: (20 or less)

Hollow Square: (20 or less)

Theater:

Round Table:



AV Needs (choose/#): Projector ___ Screen ___ Extension cord ___ Power strip ___ Other ___

Food and Beverage Request? ___Yes ___No

Additional Comments: _____

Please coordinate all AV and food & beverage requests with the Convention Center vendors below.

Food & Beverage Contact: Nancy Masino - Nancy_Masino@comcastspectacor.com

AV Contact: Steve Jost - sjost@psav.com

There will be additional charges for food & beverage, AV equipment, and technical support.

NO OUTSIDE FOOD OR BEVERAGES ALLOWED.

A set-up fee of \$350 is required for each requested room.