

MEETING ROOM REQUEST

Return to:

Canadian Boat Shows
14 McEwan Drive West, Unit 8
Bolton, Ontario L7E 1H1
Ph: 905-951-0009 / Fax: 855-263-8675

Attention: Niamh Conlan



A limited number of meeting rooms are available at the Enercare Centre. Room assignments are handled on a first come, first-serve basis, at a cost of \$400.00 (plus HST) per meeting. Upon receipt of this request, we will assign an appropriate room for your function. Meeting room requests will be confirmed upon receipt of \$400.00 (plus HST) = \$452.00. Once a meeting room is confirmed, deposits are non-refundable.

Requested Day of Meeting: _____

Time: From _____ To: _____

Name of Meeting/Organization: _____

Expected Attendance: _____

Set-Up Style:

- Theatre Boardroom Rounds Classroom Hollow Square

****Should you have audio visual requirements or require food service, please contact Cynthia Hare at (905-951-4054) for details on how to make these arrangements.**

****Please note:** Meeting room keys not returned within 24 hours of the event will result in the entire lock mechanism being replaced for that room. This procedure will result in a minimum \$150 key replacement fee which will be payable immediately following the meeting.

****Note: Toronto International Boat Show Terms, Rules and Regulations as stated on your Space Application apply to your Meeting Room. Scaled layout to be submitted for Fire Marshall approval.**

Company: _____

Address: _____

City / Prov. / PC: _____

Contact: _____ E-mail: _____

Phone #: _____

Signature: _____

Please Charge My: Visa MasterCard American Express

Note: We do not receive credit card numbers electronically. A member of our show team will contact you by phone to get the first twelve digits of your number. Phone: _____ where you can be reached.

Cardholders Name: _____ Credit Card Number: ■■■■ ■■■■ ■■■■ _____

Security Code: _____ Expiration Date: _____

Note: If you do not have email capabilities, please complete, print, and fax this form to 855-263-8675