ROC-NFPA, LLC encourages exhibitors to make the most out of their time at the event and offers the opportunity to use meeting space at C&E at no additional cost.

Hold a networking function, sales meeting, distributor meeting or training with staff or clients.

- Only companies exhibiting at the event will be considered.
- The networking function and hours must be approved by ROC-NFPA, LLC before it is submitted to the hotel/venue of your choice.
- The hours must not interfere with the Expo hours or Conference activities.
- Once your function is approved it will be sent to the hotel/venue you selected and a representative will contact you to assist in planning your function.

Company Name: __________________________________________________
Exhibit Space #: ________________________________________________
Address: _________________________________________________________
Address 2: _______________________________________________________
City: __________________________________ State: ___________ Zip/Postal Code: __________ Country: __________
Tel: ___________________________ Fax: ____________________________
E-mail: ___________________________ Web Site: ______________________
Contact: ____________________________________________________________________________

Type of Function: __________________________________________________ (networking, meeting, training, etc.)
Who will be attending? ____________________________________________ (staff, clients, prospects, etc.)
Date preferred: ___________________________ Time preferred: ____________ Number of people attending: __________
Room set: ____________________________________________________ (theater, classroom, hollow square, reception, etc.)
Audio Visual needs: ____________________________________________
Catering needs: _____________________________________________________________________

Please check the location which you are interested in:
☐ Meeting rooms are located in the Expo Hall*
These meeting rooms will be equipped with podium, microphone, screen and LCD projector. You will need to provide your own computer. Any additional audio visual can be ordered at your expense.
Space is limited and based on availability. Length of time in meeting room may be restricted in order to accommodate other exhibitor’s needs.
*Please note that if you are requesting a meeting room at the convention center for a day(s) in its entirety, you will be connected with our contact at the OCCC. In this case, you will be responsible for any charges incurred, including, but not limited to: room rental, audio visual needs, etc.

Other Options:
☐ One of the Orlando Hotels*
☐ Restaurants and local Orlando attractions or venues*
*Note the Exhibitor is responsible for any costs associated with holding a meeting or function at this property or offsite location.

Fax to: ROC-NFPA, LLC + 1-630-271-8234
Or e-mail completed form to lkoski@rocexhibitions.com
Upon approval your information will be forwarded to the hotel/venue you selected.
You will be copied on the correspondence.

Request received at ROC-NFPA, LLC: ________________________________
Request approved by: ____________________________________________
Date sent to hotel/venue: ________________________________

No Cost
Low Cost

MARKETING OPPORTUNITIES

NFPA.ORG/EXPO