

Date Received: _____
Tentative ☐ Final Placement ☐
Room Number: _____

AMERICAN
NUMISMATIC
ASSOCIATION

❧ **MEETING ROOM REQUEST- WFM PHILADELPIA** ❧
CLUB MEETING REQUEST

August 14-18, 2018

PENNSYLVANIA Convention Center * 1101 Arch St. * Philadelphia, PA

**PLEASE COMPLETE AND RETURN THIS FORM FOR YOUR MEETING BY JUNE 1
FOR INCLUSION IN THE SHOW GUIDE SCHEDULE**

Club must be an active ANA member to receive complimentary meeting space.

❧ **MEETING INFORMATION**

Club Name: _____ Contact: _____

First Choice

Second Choice

Day _____

Date _____

Time _____

❧ **PREFERENCES**

All meetings will be held in the convention center unless otherwise noted

Duration: _____ Expected Attendance: _____

Purpose: _____ (General, board mtg, seminar, etc.)

Seating Style: _____ (theatre or seminar) Head table/how many? _____

Do you require? (The ANA will provide **ONE screen** in your Meeting Room at no charge. All food and beverage as well as any additional audio visual are at the organization's expense. If YES, you will be provided the catering and audio visual contact information)

Screen Requested: **yes**____ **no**____ A/V: **yes**____ **no**____ Food & Beverage: **yes**____ **no**____

Special Instructions: _____

Person making arrangements: _____

❧ **CONTACT INFORMATION**

Club Name: _____

Club ANA Member #: _____ Contact: _____

Address: _____ C/S/Z _____

Phone: _____ Fax: _____ Email: _____

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