

AMERICAN
NUMISMATIC
ASSOCIATION

ANA Internal Use Only
Date Received: _____
Tentative ☐ Final ☐
Room Number: _____

AMERICAN NUMISMATIC ASSOCIATION
MEETING ROOM REQUEST FORM – PORTLAND
COMPANY

March 5 - March 7, 2015
OREGON CONVENTION CENTER
777 NE Martin Luther King Blvd, Portland, OR 97232

PLEASE COMPLETE AND RETURN THIS FORM FOR YOUR MEETING
Club must be an active ANA member to receive complimentary meeting space.
Form must be received by January 17 to guarantee listing in the Show Guide.

MEETING INFORMATION

Organization: _____ Contact: _____
First Choice ***Second Choice***
Day _____
Date _____
Time _____

PREFERENCES

Meeting room rental \$500.00 per day Publish in Official Program: yes____ no____
Duration: _____ Expected Attendance: _____
Purpose: _____ (general, board, meeting, etc.)
Seating Style: _____ (theatre or conference)

Do you require? (All food, beverage, and audio visual are at the organization's expense. If yes, you will be provided the catering and audio visual contact information)

Re-key: yes____ no____ A/V: yes____ no____ Food & Beverage: yes____ no____
One time Recore fee of \$100.00 will be apply

Special Instructions: _____

CONTACT INFORMATION

Company Name: _____
Company ANA Member #: _____ Contact: _____
Address: _____ C/S/Z _____
Phone: _____ Fax: _____ Email: _____

Method of Payment: ____Cash ____Check ____MC ____Visa ____Am Ex ____Discover

Credit Card Number: _____ Expires: _____

Card Holder Name: _____

Amount Paid: \$ _____ Signature: _____

All Meeting room fees must be received by January 16, 2015 or meeting space will be released.

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