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Rental Request Form

Company/Org: _____

Contact name: _____

Billing address: _____

Email: _____

Office phone: _____ Mobile phone: _____

EVENT INFORMATION

Event Dates: First choice: _____ Alternates: _____

Event Title: _____

Number of

Attendees: ____ Staff: _____ Faculty: ____ Vendors: ____ Other: ____ Total: ____

SPACE REQUIREMENTS

- Auditorium: 100+-seat, tiered
- Conference Meeting Rooms: educational sessions, breakout sessions
- Board Room A: Seating for 18 at conference table
- Board Room B: Seating for 18 at conference table
- Break Area/Dining
- Outdoor Terrace: 3,700 square foot terrace overlooking pond and protected woodlands
- Indoor Social Reception
- Hotel Guest Rooms (ASGE can recommend several nearby hotels to provide guest room accommodations for your attendees.)

AUDIOVISUAL REQUIREMENTS

- | | | | | |
|----------------|-------------------------------|--------------------------------|------------------------------------|--|
| Auditorium: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Recording | <input type="checkbox"/> Broadcast to: _____ |
| Meeting Rooms: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Recording | <input type="checkbox"/> Broadcast to: _____ |
| Board Room: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Recording | <input type="checkbox"/> Broadcast to: _____ |
| Terrace: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Recording | <input type="checkbox"/> Broadcast to: _____ |

Do you require advanced audiovisual support? Yes No



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CATERING REQUIREMENTS

- Breaks
- Breakfast
- Lunch
- Dinner
- Evening Reception

NOTES/COMMENTS

www.asge.org/ITTrentals | P 630.573.0600 | rentals@asge.org

A world-class training & technology center

ASGE Institute for Training & Technology, 3300 Woodcreek Drive, Downers Grove IL 60515

Please return to: Glen Hildebrandt | Phone: 630.570.5653 | Email: rentals@asge.org