

## MEETING ROOM ORDER FORM 2012

Space is assigned on a first-come, first-served basis and is dependent on room availability. The receipt of your application does not guarantee that rental space will be reserved for you. Please see the Exhibitor Meeting Room Guidelines on page 3 for further details. Rental space order forms must be accompanied with the completed payment form on page 2.

Exhibitors can also book meeting space with an Executive Suite Package. For more information on this, please contact Freeman directly at +1 714 254-3410 or see the separate order form listed on our website under:  
→ [www.intersolar.us](http://www.intersolar.us) → Exhibitor Service → Exhibit Planning

### Contact Information

Exhibitor	
Street Address	
City, Zip, Country	
Level/Booth Number	
Primary Contact	
Direct Phone	
Direct Fax	
Direct Email	

### Meeting Room Location

- Moscone Center       InterContinental San Francisco\*

\*Note: additional meeting room fees may be charged by participating hotels (see Guidelines on page 3)

### Meeting Room Rental Details

- Per Hour at \$175      Number of hours: \_\_\_\_\_ x \$175 = \$ \_\_\_\_\_
- Half-Day at \$750      Tuesday, July 10      Wednesday, July 11      Thursday, July 12  
 8:00am – 12:00am       8:00am – 12:00am       8:00am – 12:00am  
 2:00pm – 6:00pm       2:00pm – 6:00pm       2:00pm – 6:00pm
- Number of half-days: \_\_\_\_\_ x \$750 = \$ \_\_\_\_\_
- Full-Day at \$1,500       Tuesday, July 10       Wednesday, July 11       Thursday, July 12
- Number of full-days: \_\_\_\_\_ x \$1,500 = \$ \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Required Room Arrangement\*

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| First Choice                         | Second Choice                        |
| <input type="checkbox"/> Round-Table | <input type="checkbox"/> Round-Table |
| <input type="checkbox"/> Theater     | <input type="checkbox"/> Theater     |
| <input type="checkbox"/> Classroom   | <input type="checkbox"/> Classroom   |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

\*Please indicate your first and second choices for room arrangement. FMMI will make every effort to accommodate your request. Exhibitors are responsible for ordering catering and/or audio visual equipment.

## I MEETING ROOM PAYMENT FORM

**Contact Information** (Please complete again.)

Exhibitor	
Street Address	
City, Zip, Country	
Level/Booth Number	
Primary Contact	
Direct Phone	
Direct Fax	
Direct Email	

**Return Order and Payments Forms to: Ms. Verena Webler via Fax: +49 761 3881-3006.**

### Payment Information

Billing Address  
 Freiburg Management and Marketing International GmbH  
 Rathausgasse 33  
 79098 Freiburg, Germany

Check Enclosed

Credit Card Payment\*

Is this a company credit card?  Yes  No

Credit Card Type:  Visa  MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code (CVV/CVC): \_\_\_\_\_

Name on Card (print): \_\_\_\_\_

Statement Billing Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

#### Refund Policy

Cancellations received on or before April 15, 2012 will result in a full refund of payment. Cancellations received on or after April 16, 2012 will not be refunded.

## I MEETING ROOM GUIDELINES

1. The receipt of your application by FMMI does not automatically guarantee that space will be assigned. Applications will be assigned on a first-come, first-served basis determined by the data and time your form and payment is received by FMMI. We cannot process your request unless all information is provided.
2. Applications must be received with full payment – either credit card or check payable to FMMI. Meeting space will not be assigned without receipt of appropriate payment.
3. If meeting space is not available then payment will not be applied.
4. Cancellations received on or after April 16, 2012 will not be refunded.
5. The exhibitor shall not assign or sublet any portion of the meeting space.
6. Meeting rooms can be used for press conferences.
7. Meeting rooms cannot be used for exhibit space.
8. Exhibitors are responsible for arranging their own catering, audiovisual and security needs using the vendors specified in the meeting room confirmation materials that will be sent after space is assigned.
9. The meeting rooms will be set up per the specifications of each exhibitor as denoted on the meeting room application. Any changes to those set-up requirements made after May 4, 2012 may result in additional charges.
10. Meeting room space is reserved for primary exhibiting companies only.
11. Meeting space rentals in one of the expanded-footprint hotels may be subject to additional room rental fees and/or food and beverage minimums as determined by the hotel. The hotel hosting the meeting will apply payment to the credit card and not Freiburg Management and Marketing International. The meeting room rental fees listed on page 1 are only applicable for space rental at The Moscone Center.

## I SIGNATURE

By signing this document, I hereby state that the information provided is accurate to the best of my knowledge and I accept the above-listed Meeting Room Guidelines.

Name (print) \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_