



**APCO 2013**

August 18-21  
Anaheim, CA

## Chapter Request for Meeting Space

Meeting space is available for your Chapter meeting at the **Anaheim Convention Center and the Marriott Hotel (Host Hotel)**. Chapter Meetings can be scheduled on the following days:

- ☐ **Sunday, August 18 from 8:00am – 11:00am & 1:00pm – 3:30pm**
- ☐ **Monday, August 19 from 10:00am – 5:00pm**
- ☐ **Tuesday, August 20 from 10:00am – 3:30pm**
- ☐ **Wednesday, August 21 from 8:00am – 11:00am & 1:30pm – 5:00pm**

APCO International will provide the meeting space. Any additional A/V equipment, food and beverage or decorator items will be the financial responsibility of the Chapter.

Please submit this completed form as soon as possible. Space is limited and requests will be taken on a first come, first served basis. Meeting room locations and times are subject to change without notice and/or obligation.

**Requests for Meeting Space must be made by June 14, 2013. No exceptions.**

Chapter: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_ Onsite Contact Cell Phone: \_\_\_\_\_

Onsite Contact Email: \_\_\_\_\_

**Date of Meeting:** ☐ Sunday 8/18 ☐ Monday 8/19 ☐ Tuesday 8/20 ☐ Wednesday 8/21

**Number of Attendees:** \_\_\_\_\_

**Start Time (Required):** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Location Preference:** ☐ **Anaheim Convention Center** ☐ **Marriott Hotel**

**Room Set Up:** **Anaheim Convention Center:** Hollow Square **Marriott:** Banquet

**Other Specifications** (such as basic furniture i.e. lectern): \_\_\_\_\_

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Please fax or email completed request to:  
Jamie Bartholomew: [bartholomewj@apcointl.org](mailto:bartholomewj@apcointl.org)  
Ph) 386-944-2450, Fax: 386-944-2750

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