

## FUNCTION SPACE REQUEST FORM

**POLICY:** You must be an NAB Show Exhibitor, Sponsor, or NAB Station Member to reserve function space at “on-campus” properties: Westgate Las Vegas Resort and Wynn/Encore. NAB Associate members may reserve “on-campus” function space at Wynn/Encore. Function space at the Westgate Las Vegas Resort and Wynn/Encore will be granted space for no more than 4 hours, including set-up. Requests for additional time are subject to NAB approval. For all requests for function space at “off-campus” properties, please contact the hotel directly.

To request function space at the Westgate Las Vegas Resort (formerly Las Vegas Hotel – LVH) , Wynn/Encore or the Las Vegas Convention Center (LVCC), please fill out the information below and return form to Robert de León via email at [rdeleon@nab.org](mailto:rdeleon@nab.org).

NAB SHOW EXHIBITOR   
  NAB SHOW SPONSOR   
  NAB STATION MEMBER   
  NAB ASSOCIATE MEMBER

<b>Contact:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>City, State, Zip, Country:</b>	
<b>Phone:</b>	<b>Cell Phone:</b>
<b>Email:</b>	<b>Fax:</b>

**Select Property Preference:**

WESTGATE LAS VEGAS RESORT   
  ENCORE   
  WYNN   
  LVCC

<b>Date/Day of Function:</b>	<b>Approx. # of people:</b>
<b>Start Time:</b>	<b>End Time:</b>

Please answer accurately to help us assign appropriate space for your function.

Type of Function: <i>(select one)</i>	Room Set-Up: <i>(select one)</i>	Audio Visual Needs:	Food & Beverage Set: <i>(if applicable)</i>
<input type="checkbox"/> Meeting <input type="checkbox"/> Press Conference <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Other (specify below)	<input type="checkbox"/> Theater <input type="checkbox"/> Schoolroom <input type="checkbox"/> Conference <input type="checkbox"/> U-Shape <input type="checkbox"/> Banquet Rounds <input type="checkbox"/> Head Table <input type="checkbox"/> Other (specify below)	<input type="checkbox"/> Staging (size) ____ <input type="checkbox"/> Podium <input type="checkbox"/> Projection <input type="checkbox"/> Screens (quantity) ____ <input type="checkbox"/> Other (specify below)	<input type="checkbox"/> Buffet <input type="checkbox"/> Plated <input type="checkbox"/> Set In-Room <input type="checkbox"/> Set in Foyer <input type="checkbox"/> Set in Separate Room <input type="checkbox"/> Other (specify below)

**Please describe the purpose/intent of function:**


**Please describe “Other” requirements marked above:**


<b>NAB SHOW INTERNAL ROUTING</b>			
Date Received: _____	Approved / Denied (circle one)	Sales: _____	Ops: _____