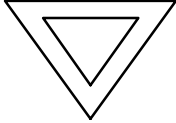


Date Sent: _____

THE
BALTIMORE  CONVENTION
CENTER

Booking Form

Name of Event: _____

Promoter/Organization: _____

Contact Person: _____ Phone # _____ Fax # _____

Email Address: _____ Website: _____

Address, City, State, Zip: _____

Type of Event (*circle one*): Convention Tradeshow Banquet Public Show Meeting Other: _____

If the event is a public show, will tickets be for sale? Yes No

Description of Event: _____

Date Preferences: 1st Choice _____ 2nd Choice _____

Expected Attendance: _____ Will you need hotel room nights? _____

Will you need exhibit halls? Yes No

If yes, please list square footage or the number of exhibits expected: _____

Will you need meeting rooms? Yes No If yes, approximately how many? _____

Will you have any food functions? Yes No If yes, approximately how many? _____

Will your event consist of any of the following (*please circle any that apply*): music bands dance floor
theatrical lighting requirements stage production other _____

Have you held this event before? Yes No If yes, where has the event been held before?

Facility _____ Address _____

City, State, Zip _____ Phone # _____

How did you hear about us? And/or what was the factor involved in considering the Center?

Associate Previous Client Advertisement: Tradeshow Week Baltimore Magazine other _____

Would you like your event information released to the media? Yes No

If yes, please provide a contact name and phone number: _____

Would you like your event listed on our website? Yes No

Please attach any additional information/special requirements. Thank you and we look forward to working with you!

Please fax to: 410-649-7135