Date Sent:	

THE

BALTIMORE



CONVENTION

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 If the event is a public show, will tickets be for sale? Yes	Banquet No	Public Show	Meeting	Other:
Description of Event:				
Date Preferences: 1st Choice	2 nd	Choice		
Expected Attendance: W	Vill you need	l hotel room night	ts?	
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, appr	oximately h	ow many?		
Will you have any food functions? Yes No If yes, appr	roximately h	ow many?		
Will your event consist of any of the following (please circ theatrical lighting requirements stage production of				lance floor
Have you held this event before? Yes No If yes, where Facility	Address			
•				
How did you hear about us? And/or what was the factor in Associate Previous Client Advertisement: Tradesho		onsidering the Ce Baltimore Magaz		r
Would you like your event information released to the med If yes, please provide a contact name and phone number: _		No		
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