

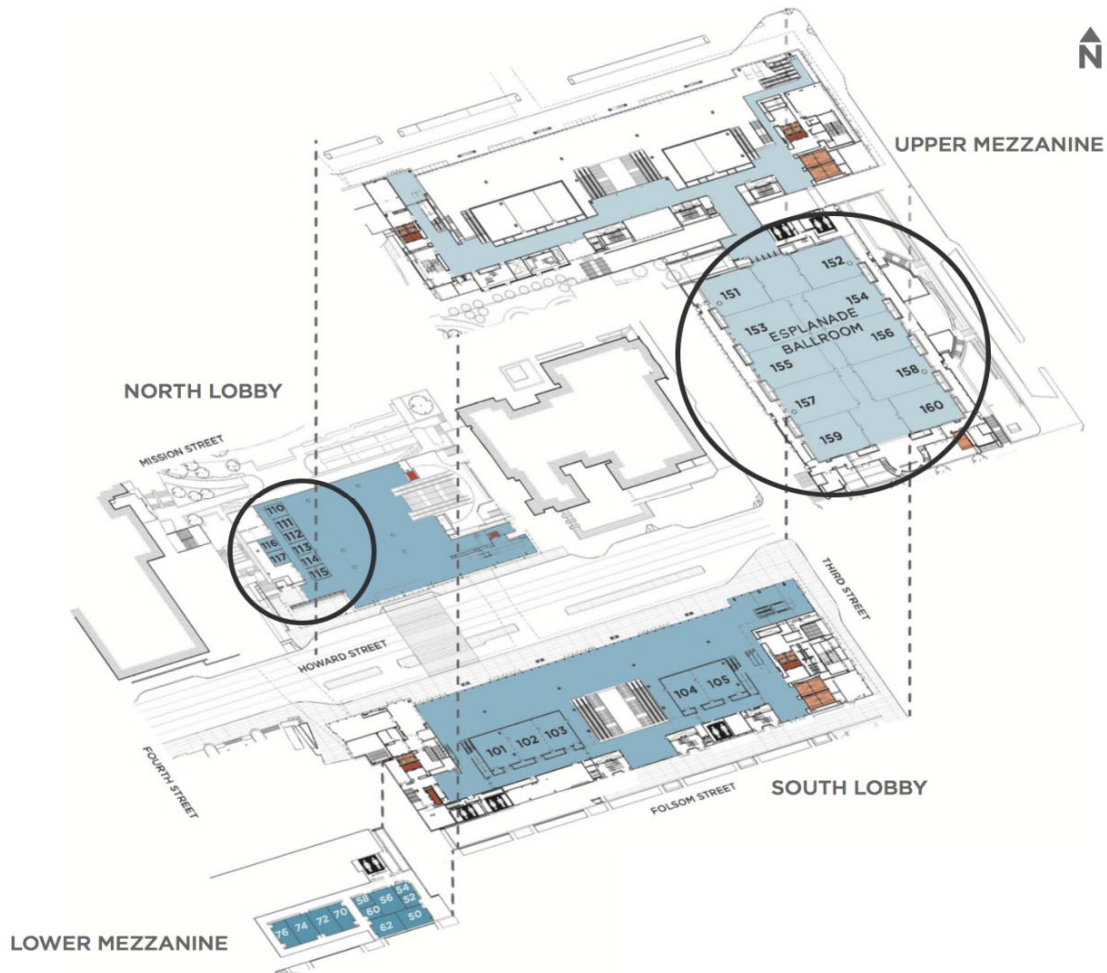
2019 Exhibitor Meeting Room Application/Specifications and Payment Form

Do you have a need for meeting space at SEMICON West 2019? Whether you are planning a corporate meeting or customer reception, the beautiful newly renovated inventory is available for SEMICON West 2019 exhibitors to help accommodate your meeting room needs for the show.

Meeting room assignment priority will be to SEMI member exhibiting companies followed by non-member exhibiting companies. Other requests will be considered as space permits.

To reserve a room, please review the following procedures and complete the form on page 3 below. Email Cheryl Thoe with your questions or request cthoe@semi.org.

Exhibitor meeting rooms are located in Moscone South and Esplanade Ballrooms.



If you are interested in securing a Function Space / Hospitality Suite at one of our official hotels, not at the Moscone, please fill out the [request form](#)

2019 EXHIBITOR MEETING ROOM GUIDELINES

1. The receipt of your application by SEMI does not automatically guarantee that space will be assigned. Priority will be given to SEMI member Exhibitors followed by SEMI non-member Exhibitors. We cannot process your request unless all information is provided.
2. Applications received with full payment credit card or check payable to SEMI will be confirmed. Meeting space cannot be assigned without full payment.
3. If meeting space is not available then payment will not be applied.
4. **Cancellations received before April 12, 2019 will result in a full refund of payment. Cancellations received after April 12, 2019 will not be refunded.**
5. The Exhibitor shall not assign or sublet the meeting space or any portion of it.
6. The Exhibitor assumes full financial liability for damage to the meeting room(s) including any rental properties.
7. Meeting rooms can be used for press conferences.
8. Meeting rooms cannot be used for exhibit space.
9. Exhibitors are responsible for arranging their own catering, audiovisual and telecommunication needs through **the exclusive service providers**. Order forms will be sent with the room(s) confirmation.
10. The meeting rooms will be set up per the exhibitor specifications stated on the meeting room specifications form. Any changes made after July 1, 2019 may result in additional charges.
11. Two (2) keys per room can be issued onsite. Replacement cost is \$150.00 per key.
12. Confirmations for meeting rooms to be emailed upon placement confirmation and not later than late February 2019.



2019 EXHIBITOR MEETING ROOM SPECIFICATIONS AND PAYMENT FORM

ROOM SETUP:	<input type="checkbox"/> Conference		<input type="checkbox"/> Classroom-Table and Chairs	
	<input type="checkbox"/> U-Shape		<input type="checkbox"/> Theater-Chairs	
	<input type="checkbox"/> ____ Banquet Rounds of ____		<input type="checkbox"/> Hollow Square	
	<input type="checkbox"/> Special Set _____		Number attending Meeting _____	
Monday July 8	Tuesday July 9	Wednesday July 10	Thursday July 11	Friday July 12

Number of **full day** segments ____ x \$2500 = \$ _____ **Member**

Number of **full day** segments ____ x \$3000 = \$ _____ **Non Member**

Number of **half day** segments ____ x \$1500 = \$ _____ **Member**

Number of **half day** segments ____ x \$2000 = \$ _____ **Non Member**

Contact and Payment Information

Company: _____

Address: _____

City/State/Zip: _____

Contact Name: _____ E-mail: _____

Cell Phone # on Show-site: _____ Booth Number: _____

Authorized Amount \$: _____ Charge to: ____ Visa ____ MasterCard ____ American Express

____ Personal Card ____ Corporate Card ____ Company Check

Card Number: _____ Expiration Date: _____

Print Name (as it appears on the card): _____

Signature of Cardholder: _____ Date: _____

Send USD Check Payment To:
SEMI Department 05607 San Francisco, CA 94139
San Francisco, CA 94139 USA