

## PRIVATE MEETING ROOMS

For your convenience, HDMA offers the opportunity to meet with your trading partners in private meeting rooms built within the One-on-One meeting area. These rooms are 10' x 10' hard-walled enclosures with doors for added privacy. Private rooms include a table, four chairs, a wastebasket and an ID sign.

To request a private meeting room for the HDMA 2010 Business & Leadership Conference, complete and fax this form to HDMA at (703) 812-0539. Private rooms are priced at \$1,800 for a single space and \$2,500 for a double. Your space will be reserved for your use throughout the conference. This space is in addition to the regular tables in the main One-on-One Business Appointments area.

Send in your private room requests no later than **Wednesday, May 5, 2010**. Cancellations made in writing to the HDMA Meetings & Conferences Department and postmarked or faxed no later than **Wednesday, May 5, 2010** will be refunded, less a processing fee of \$500. No refunds will be issued for cancellations after **Wednesday, May 5, 2010**.

### IMPORTANT DEADLINES

HDMA MUST receive payment by these deadlines in order to ensure inclusion in the conference registration list. Only attendees registered by **Wednesday, May 5, 2010**, will be included.

Company Registration

**Wednesday, April 14, 2010**

Individual Registration

**Wednesday, May 5, 2010**

### CONTACT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

My company requests a private meeting room

Single space: 10' x 10' (\$1,800)

Double space: 20' x 10' (\$2,500)

### PAYMENT INFORMATION

Amount to be Charged \$ \_\_\_\_\_

Check # \_\_\_\_\_

Please charge my:  Mastercard  VISA  American Express

Cardholder's Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_

Make checks payable to HDMA. Payments to HDMA are not tax deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code. Tax ID #13-1088150.

### TWO EASY WAYS TO REGISTER!

1. **Fax:** If paying by credit card, fax this form to: HDMA Meetings & Conferences Department at (703) 812-0539

2. **Mail:** If paying by check, mail this form to: HDMA, P.O. Box 79462, Baltimore, MD 21279-0462

*No priority or overnight mail can be accepted at this address.*