



2019 AIR Forum
May 28 – May 30, 2019
Colorado Convention Center | Denver, CO
Meeting Space Request Form

Deadline to submit: March 23, 2018

Meeting Space: Reserved meeting space for private meetings, catered lunch, or receptions. Available during designated times only. Limited slots available.

Meeting space set up: Standard meeting rooms are set with theater style seating. AV service includes: podium, microphone, projector and screen. Cost of additional AV will be at groups expense.

If you choose to serve food, we will connect you with the appropriate catering representative from the Colorado Convention Center. Please note, when serving food, the room will be set with banquet rounds and **does not include** AV equipment. If AV is required, it can be ordered at groups expense.

Please select desired meeting date and time:

Wednesday May 30; 12:15 pm - 1:15 pm

Thursday May 31; 11:45 am - 12:45 pm

Wednesday May 30; 5:00 pm - 6:00 pm

Thursday May 31; 5:00 pm - 6:00 pm

Company Name:

Convener Name:

Contact Name:

Contact Email:

Description of meeting:

Number of Guests expected

Will food and beverages be served?

Diamond-Included	Platinum-Included	Gold- \$500	Silver- \$500	\$
Total Cost:				\$ _____

Authorized Signature* _____

Your signature acknowledges compliance with the following payment schedule and cancellation policy: Please submit your Registration Form to Kyndra Freeman at kfreeman@airweb.org. An AIR Staff member will then create and send you an invoice that is payable online with a credit card or by mail with a check

AIR Staff Contact Information



Kyndra Freeman
Senior Meeting Planner
Phone: 850-692-8111
Email: kfreeman@airweb.org



Charlie McCumber
Director of Finance
Phone: 850-391-6525
Email: cmccumber@airweb.org

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