



MEETING ROOM RESERVATION FORM

If you would like to reserve a room for a business meeting or hospitality function at the Henry B. Gonzalez Convention Center, please provide the following information. By completing and returning this form, the exhibitor agrees to host their meeting or hospitality function in such a manner that it does not conflict in a major way with any of the Nursery/Landscape Expo events.

DEADLINE: AUGUST 1, 2010

To take advantage of this opportunity, complete the information below and return the form to TNLA at 7730 South IH-35, Austin, TX 78745 or fax to 512.280.3012.

COMPANY NAME

CONTACT

ADDRESS

CITY

STATE

ZIP

() - () -

TELEPHONE

FAX

EMAIL

MEETING DESCRIPTION

Meeting Time & Size

Date of Meeting / / Start Time End Time Est. # of Attendees

TYPE OF FUNCTION

- MEETING
- BREAKFAST
- LUNCHEON
- COCKTAIL RECEPTION
- OTHER _____

ROOM SET-UP

- THEATER
- CLASSROOM
- CONFERENCE
- HOLLOW SQUARE
- U-SHAPE
- HEAD TABLE
- ROUND TABLES
- OTHER _____

Signature _____ Date / /

Upon receipt of the meeting room reservation form, Texas Nursery & Landscape Association will send a confirmation detailing your request. You will also receive information on catering and AV needs.

**FOR MORE INFORMATION, CONTACT THE TEXAS NURSERY & LANDSCAPE ASSOCIATION.
WWW.NURSERYLANDSCAPEEXPO.ORG • EXPO@NURSERYLANDSCAPEEXPO.ORG • 512.579.3857**