EXHIBITION MEETING ROOM ORDER FORM

MARCH 10-12, 2025

**Standard Package:**

**MEETING ROOM SPACE**

***Georgia World Congress Center* (Exhibit Hall Level) *Room Rental Space Fee:***

***$400 per-hour for up to 3 hours***

***Meeting room #1 – 20x20***

***Meeting room #2 – 20x20***

***Meeting room #3 – 20x13***

***Room Set– Conference for 10 people each If additional set-ups requirements are needed additional room change fees will be applied to your hourly rental fee.***

***Please make check out to: National Rural Electric Cooperative Association***

**Send Payment to:**

**NRECA TechAdvantage 2023 Expo**

**P.O. Box 718777**

**Philadelphia, PA 19171-8777**

**FACILITY LOCATION**

The TechAdvantage 2025 Expo will be held at the Georgia World Congress Center

**Exhibition hours:**

Monday, March 10 from 4:45pm to 7:00pm

Tuesday, March 11 from 11:30am to 5:00pm

Wednesday, March 12 from 10:30am to 1:00pm

**UTILIZATION OF MEETING/FUNCTION SPACE**

TechAdvantage has allocated a limited number of meeting rooms at the GWCC. If you intend to use the space for training or education purposes, the content of your program must be reviewed and approved by TechAdvantage Expo Show Management.

**WHAT’S INCLUDED IN USAGE FEE**

The fee includes the usage of the room during specified times, tables and chairs for standard room sets.

**WHAT’S NOT INCLUDED IN USAGE FEE**

The fee does not include any special room sets or room change fees. Each company is responsible for securing their own audio/visual rentals, catering and internet requirements. These arrangements and required payments must be made directly with the show approved vendors as will be indicated in your confirmation letter.

**HOSPITALITY EVENTS**

Meeting Room occupants are NOT allowed to utilize meeting room space as hospitality suites or for receptions.

**CONFIRMATION OF SPACE WILL INCLUDE THE FOLLOWING INFORMATION:**

**FOOD & BEVERAGE SERVICE ORDER FORM**

The Convention Center has exclusive rights to all food and beverage (including bottled water) at the Georgia World Congress Center facility. Food and beverage consumed, prepared, or distributed, including food and beverage items used for promotional purposes, must be purchased through the Music City Center, and are subject to regulations and permit requirements of the Georgia World Congress Center facility and their food distributor. Food and Alcoholic beverages may be served by exhibitors during Exhibition hours provided that:

1. The food and Alcoholic beverages are served in an enclosed area within the boundaries of the exhibitor’s rented space or the second story of the exhibit. – OR – The food and Alcoholic beverages are served in an area that is set back at least 5 feet from the aisle or neighboring exhibit.

*Alcoholic beverages are allowed in all exhibit areas during show hours.* Alcohol is not permitted in designated areas during non-exhibition hours and the use of equipment is strictly prohibited. The exhibitor must obtain host liquor liability insurance and provide Show Management with documentation of insurance.

Food and Beverage orders can be placed using this link: [foodservicesgwcc@gwcc.com](mailto:foodservicesgwcc@gwcc.com)

**AUDIO/VISUAL ORDER FORM**

Audio/visual equipment is not provided in meeting rooms. Audio visual equipment can be ordered through the TechAdvantage preferred provider, Video-West Production or through the audio-visual provider at the Hotel.

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| **Please contact:**  Phone: 480-222-3180    **Videowest order form link:** [https://exhibits.videowestinc.com/NRECA](https://urldefense.com/v3/__https:/exhibits.videowestinc.com/NRECA__;!!KtIFMA!NutU5lN-nhh_EUBls4QCd2UjxCXX2qxYeNwedKuv4XdHwSFm2n7knbVVGlASM6kUMbJLALZDnqaL14yMCpWPTu---m0HFco$)  A picture containing logo  Description automatically generated |

**Official Exhibitor Audio Visual Order Form**

All pricing is for the length of show unless specified and includes delivery, pickup, installation and dismantle. Any order placed after March 5, 2025, will incur a 50% surcharge. Please use the link for 2025 order forms and pricing

[https://exhibits.videowestinc.com/NRECA](https://urldefense.com/v3/__https:/exhibits.videowestinc.com/NRECA__;!!KtIFMA!NutU5lN-nhh_EUBls4QCd2UjxCXX2qxYeNwedKuv4XdHwSFm2n7knbVVGlASM6kUMbJLALZDnqaL14yMCpWPTu---m0HFco$)

**PRESS EVENTS**

To arrange press or media events please contact:

Kenneth Lisaius

Senior Director of Media and Public Relations

Phone: 703-407-5698

Email: [Kenneth.Lisaius@nreca.coop](mailto:Kenneth.Lisaius@nreca.coop)

**FOR ADDITIONAL EXHIBITOR INFORMATION CONTACT:**

Von McMeekin, CMP, CEM

TechExpo Show Management

MEP Hotline: 703-907-6683

Phone: (703) 907-6547

Fax: (703) 907-5537

Email: [von.mcmeekin@nreca.coop](mailto:von.mcmeekin@nreca.coop)

*All rules and regulations for the utilization of meeting/function space are determined by NRECA Show Management and approved by the TechAdvantage Expo Manager. Please refer to the complete TechAdvantage Rules & Regulations for further information.*

Meeting Space Request Form

March 10-12, 2025

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| PROCEDURE FOR REQUESTING MEETING SPACE:  Complete this form for each function being planned and submit to Von McMeekin at [von.mcmeekin@nreca.coop](mailto:von.mcmeekin@nreca.coop) and Mary Novack at [mary@kenworthymanagement.com](mailto:mary@kenworthymanagement.com) Please include “2025 TechAdvantage Function Space Request Form” in the subject line. You may also mail the form to:  **NRECA TechAdvantage 2023 Expo**  **PO Box 758777**  **Baltimore, MD 21275-8777**  If you are paying by check, please make it out to National Rural Electric Cooperative Association “TechAdvantage Expo 2025” and send with this form. For questions, please call **Von McMeekin at: 703-907-5576 or Mary Novack, 718-578-4658** |

**CONTACT INFORMATION**

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| --- |
|  |
| Exhibitor/Affiliate Group Name |
|  |
| Street Address State Zip |
|  |
| Phone Fax |
|  |
| \*Contact for Event Onsite Contact |

|  |
| --- |
| Email Onsite Phone |

**FUNCTION INFORMATION**

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| --- |
|  |
| Function Title |
|  |
| Day/Date Set-up Start Time Tear-down End Time |
|  |
| Expected Attendance Event Start Time Event End Time |

**LOCATION:**

|  |  |
| --- | --- |
| Georgia World Congress Center  285 Andrew Young International Blvd. NW,  Atlanta, GA 30313 |  |

**SET UP REQUIREMENTS**

* Conference
* Theater
* Reception (Hotel space only)

**A/V WIFI:**

* Wifi Hardwire – Total hardwire connections needed ( )
* Wireless – Total number of connections ( )

**MISCELLANEOUS SERVICES**

* Technician (4 hour minimum)

DAY/TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Photographer

DAY/TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Additional Needs

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOOD AND BEVERAGE REQUIREMENTS** (Used to identify need only – MEP staff will follow up with appropriate menus for you to view)

* Continental Breakfast

(Service Time: \_\_\_\_\_\_\_\_\_\_\_\_AM/PM)

* Coffee Break

(Service Time: \_\_\_\_\_\_\_\_\_\_\_\_AM/PM)

* Breakfast

(Service Time: \_\_\_\_\_\_\_\_\_\_\_\_AM/PM)

* Lunch

(Service Time: \_\_\_\_\_\_\_\_\_\_\_\_AM/PM)

**All Food and Beverage needs please contact: Georgia World Congress Center Food Services:**

**For order forms please email:**

Alexandra Brouillette

Email: [foodservicesgwcc@gwcc.com](mailto:foodservicesgwcc@gwcc.com)

Georgia World Congress Center

285 Andrew Young International Blvd. NW,

Atlanta, GA 30313

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**\*Payment Method**

|  |  |  |  |
| --- | --- | --- | --- |
| * Visa | * MasterCard | * AMEX | * Check |

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| Card Number Date Security Code |
|  |
| Name On Card Signature of Card Holder |
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| Authorized Signature (I agree to pay all charges in connection with the above event)  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*Required to process request**