

BACK TO BUSINESS

THE TRADITION
CONTINUES
SEPTEMBER 13-15
2021
ATLANTA, GA

BACK TO GLASSBUILD

MEETING ROOM REQUEST FORM

Request Deadline: Friday, August 20, 2021

Submit To: Wendy Rochelle, NGA Show Management
email: wrochelle@glass.org

Please complete the information below to request a meeting room at the Georgia World Congress Center (GWCC) during GlassBuild America. Show Management will contact you regarding your room assignments.

Booth No. _____ Company Name: _____
 Contact Person: _____ On-site Cell Phone: _____
 Address: _____
 Email: _____
 Name of Function: _____
 Function Description: _____
 Date of Function: _____ No. of Guests: _____ Start Time: _____ End Time: _____

ROOM SET-UP

- Theater Banquet (Rounds) U-Shaped Hollow Square
 Classroom (table and chairs) Conference Other Set-Up _____

SERVICES

INTERNET: YES NO

Contact: CCLD: Blake Jenkins at Blake.jenkins@cc.d.net, 404-222-5502

FOOD & BEVERAGE: YES NO

Breakfast Lunch Dinner Reception Coffee breaks

Other: _____

Contacts: Levy Catering: Chenelle Hanks, CHanks@Levyrestaurants.gwcc.com, 470 727-6564

Meeting Space Set-Up: Rachel Caldwell, rcaldwell@gwcc.com, 404-223-4132

AUDIO VISUAL: YES NO

Contact: Active Production and Design, Ever Clavel, Senior Account Executive, Email: ever@activeproductionanddesign.com,
Phone: 404.633.3527 ext. 122, Mobile: 404.977.9375

GWCC SPACE GUIDELINES

Meeting rooms are limited to 1-day use only for paid exhibitors of GlassBuild America, based on first-come first-served. No company shall hold large meetings or events that conflict with the Trade Show scheduled programs without prior Show Management approval. Visit the [website for the Schedule](#) to verify restricted dates and times of above mentioned.

Once you have been approved and receive a confirmation of your room assignment from Show Management, you will be responsible for finalizing all logistical details with the assigned GWCC Convention Service Manager (contact information will be provided later).