

# 2018 USER GROUP FORM



**March 12-14, 2018**

Hershey Lodge & Convention Center • Hershey, PA

Deadline: Friday, December 22, 2017

User groups are a great way for exhibiting companies to connect with existing customers to discuss current technologies or products, or to serve as a forum for sharing updates or providing demonstrations to prospective clients. America East offers FREE meeting space to those exhibitors interested in hosting and promoting user groups during the conference. To take advantage of this offer, please fill out the form and return to AE. Limited meeting space is available.

Please fill out the information below and fax to America East Headquarters at 717-703-3034 or email to maryf@pa-news.org. *Space requests are handled on a first-come basis and are subject to availability.*

User Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

# of Estimated Participants: \_\_\_\_\_

Amount of Time Requested: \_\_\_\_\_

Description of meeting: \_\_\_\_\_

*Please note that the above information will be posted on the AE website.*

<p>Do you need F&amp;B or A/V?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please note: <b>All charges will be billed directly to your company, and not AE. You will be required to order these items directly through Hershey Lodge.</b></p>	<p>Preferred Room Set:</p> <p>Conference Style <input type="checkbox"/></p> <p>Theater Style <input type="checkbox"/></p> <p>Classroom Style <input type="checkbox"/></p> <p>Hollow Square <input type="checkbox"/></p>	<p>Additional Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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For America East Use Only:			
ID#: _____	Room Name: _____		
Meeting Date: _____	Meeting Time: _____	Booth #: _____	

For more information, contact:

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