

# 2017 User Group Form

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 organizations 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. **Deadline: Friday, February 3, 2017**

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:

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

Do you need F&B or A/V?  
 Yes  No

Please note:  
**All charges will be billed directly to your company, and not AE. You will be required to order these items directly through Hershey Lodge.**

Preferred Room Set:

Conference Style

Theater Style

Classroom Style

Hollow Square

Other: \_\_\_\_\_

Additional Notes:

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**For America East Use Only:**

ID#: \_\_\_\_\_ Room Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Booth #: \_\_\_\_\_