

# MEETING ROOM REQUEST

Return to:

Canadian Boat Shows  
14 McEwan Drive West, Unit 8  
Bolton, Ontario L7E 1H1  
Ph: 905-951-0009 / Fax: 855-263-8675  
Attention: Niamh Conlan



A limited number of meeting rooms are available at the Enercare Centre. Room assignments are handled on a first come, first-serve basis, at a cost of \$400.00 (plus HST) per meeting. Meeting room requests will be confirmed upon receipt of \$400.00 (plus HST) = \$452.00. Once a meeting room is confirmed, deposits are non-refundable. An appropriately sized room for your function will be assigned.

Requested Day of Meeting: \_\_\_\_\_

Time: From \_\_\_\_\_ To: \_\_\_\_\_

Name of Meeting/Organization: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Set-Up Style:

- Theatre     Boardroom     Rounds     Classroom     Hollow Square

\*\*Should you have audio visual requirements or require food service, please contact Cynthia Hare at (905-951-4054) for details on how to make these arrangements.

\*\*Please note: Meeting room keys not returned within 24 hours of the event will result in the entire lock mechanism being replaced for that room. This procedure will result in a minimum \$150 key replacement fee.

**\*\*Note: Toronto International Boat Show Terms, Rules and Regulations as stated on your Space Application apply to your Meeting Room. Scaled layout to be submitted for Fire Marshall approval if using the room other than a standard meeting set up as provided by Enercare Centre.**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City / Prov. / PC: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Charge My:     Visa     MasterCard     American Express

Note: We do not receive credit card numbers electronically. A member of our show team will contact you by phone to get the first twelve digits of your number. Phone: \_\_\_\_\_ where you can be reached.

Cardholders Name: \_\_\_\_\_ Credit Card Number: ■■■■ ■■■■ ■■■■ \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Note: If you do not have email capabilities, please complete, print, and fax this form to 855-263-8675**