

MEETING ROOM REQUEST

Return to:

Canadian Boat Shows
14 McEwan Drive West, Unit 8
Bolton, Ontario L7E 1H1
Ph: 905-951-0009

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 of \$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: _____