

# MEETING ROOM REQUEST FORM



Please return this form by mail, email or fax to:  
Jennifer Crouse, American Seed Trade Association

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Email: [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org)

A limited number of meeting rooms are available through ASTA for the 59th Vegetable & Flower Seed Conference at the Monterey Marriott in Monterey, California, being held February 1 - 4, 2020. Please complete the request form below for assistance in reserving a meeting room. Please note that submission of this form is not a guarantee that a meeting room will be available; however, meeting room requests are addressed on a first-come, first-served basis and all requests are subject to availability.

ASTA will make every effort to assist you in reserving a meeting room, as space permits. Please complete the information below to begin the request process.

## COMPANY INFORMATION

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

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

Email: \_\_\_\_\_

## METHOD OF PAYMENT

Credit Card:  Visa  MasterCard  American Express

Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVC code \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Check Enclosed (made payable to ASTA in USD only)\*

\* If paying by check, check must be received in ASTA office within 30 days or the room reservation will be released.

Card will not be charged until meeting space can be confirmed.

## MEETING ROOM INFORMATION

Number of people: \_\_\_\_\_

### SETUP DESIRED:

Boardroom  Classroom  U-Shape  Rounds

### DATE/TIMES REQUESTED:

#### Saturday, Feb. 1, 2020

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

#### Sunday, Feb. 2, 2020

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

#### Monday, Feb. 3, 2020

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

#### Tuesday, Feb. 4, 2020

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

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

Check here if an alternate hotel is acceptable.

Check here if you would like to rent audio visual equipment.

Check here if you will be ordering food and beverage for your meeting room

FEES: Member: \$400/day or \$1100 total for 3 days or more

Non-Member: \$600/day or \$1700 total for 3 days or more

**Total Due:** \_\_\_\_\_ **Date:** \_\_\_\_\_