



Two-Hour Room Hold Request Form

Limited meeting space is available for two-hour rental in the [Nashville Music City Center](#).

Cost: \$500

Policies:

- One request per company per day.
- Meeting rooms will be set conference style for 20 people, with 10 additional chairs along the perimeter. Room resets are not permitted.
- Audiovisual equipment not available.
- A limited number of rooms is available and will be assigned on a first-come, first-served basis. Note: Diamond Level Annual Meeting Supporters receive priority.
- Room assignments are provided upon receipt of full payment.
- SOT reserves the right to alter space assignments as necessary.
- This space will not be posted in the SOT Annual Meeting materials.

After Approval—Procedure and Policies:

Upon the Society's approval of your request, you will receive email confirmation with your room assignment, the time slot for your two-hour rental, and convention center contact information.

All coordination, including food and beverage requests, should be arranged directly with the appropriate contact at the exhibitor's expense.

- Please notify SOT of any cancellations or changes to your meeting, up until the time of your event.
- No refunds will be issued for cancellation.

Contact [Tonja Morrow](#) with any questions.

Contact Information:

*Organization: _____

*Address 1: _____

*First Name: _____

Address 2: _____

*Last Name: _____

*City: _____

Title: _____

*State/Province: _____

*Tel: _____

*Zip/Postal Code: _____

*Email: _____

*Country: _____

Meeting Information:

*Meeting description: _____ *Number of people: _____

Select meeting day and indicate two-hour time slot preference. Requested time slot must be between 8:00 am and 6:00 pm.

☐ Saturday, March 18, 2023

Requested time slot: _____

☐ Monday, March 20, 2023

Requested time slot: _____

☐ Tuesday, March 21, 2023

Requested time slot: _____

☐ Wednesday, March 22, 2023

Requested time slot: _____

*Authorized Signature: _____ *Date: _____

By submitting this form, you agree to the policies stated on this Request Form.

*Required Information

Submit Order To: Tonja Morrow, SOT Exhibits & Promotions Manager
Tel: 703.438.3115 | Fax: 703.438.3113 | Email: tmorrow@toxicology.org

Updated: 7/26/2022