

## Upgraded Four-Hour Room Hold Request Form

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

**Cost: \$1,500**

### **Policies:**

- One request per company per day, until February 17, 2023. After this date, additional requests per company may be considered.
- Upgraded meeting space overlooking the exhibit hall, including private bathroom, and cable tv channels. Options for standard meeting room set. See [picture](#).
- 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 four-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: \_\_\_\_\_

\*Meeting day and time preference(s)—(If you would like to request a time slot that is not listed, please inquire for availability):

Saturday, March 18, 2023

8:00 AM–12:00 Noon

1:00 PM–5:00 PM

Monday, March 20, 2023

8:00 AM–12:00 Noon

1:00 PM–5:00 PM

Wednesday, March 22, 2023

8:00 AM–12:00 Noon

1:00 PM–5:00 PM

Sunday, March 19, 2023

8:00 AM–12:00 Noon

1:00 PM–5:00 PM

Tuesday, March 21, 2023

8:00 AM–12:00 Noon

1:00 PM–5:00 PM

\*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](mailto:tmorrow@toxicology.org)

Updated: 12/19/2022