

# extended listing form

As an added benefit, *Meetings West Guide*, *Meetings South Guide* and *Meetings East Guide* advertisers receive an extended listing. Please complete the form below and fax to 415.788.1358.

## 1. Property Information

Name of Property \_\_\_\_\_

Property Street Address \_\_\_\_\_

Property Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Sales Fax \_\_\_\_\_

Toll Free Phone Number \_\_\_\_\_ Sales Contact \_\_\_\_\_

Website \_\_\_\_\_ E-mail \_\_\_\_\_

Description of Property (15 words or less) \_\_\_\_\_

Site Type (check one) Airport \_\_\_\_\_ Alternative \_\_\_\_\_ Conference Center \_\_\_\_\_ Downtown \_\_\_\_\_ Resort \_\_\_\_\_ Suburban \_\_\_\_\_

Total Guest Rooms \_\_\_\_\_ How many are suites? \_\_\_\_\_

## 2. Meeting Space Information

Total Sq. Feet of Indoor Meeting Space \_\_\_\_\_ No. of Meeting Rooms \_\_\_\_\_

Total Sq. Feet of Exhibit Space \_\_\_\_\_ Max Classroom \_\_\_\_\_

Max Theater Capacity \_\_\_\_\_ Max Banquet Capacity \_\_\_\_\_

## 3. Extended Information

Value Period \_\_\_\_\_ Group Rates \_\_\_\_\_ Miles from Airport \_\_\_\_\_

60 words or less for the following three items. Attach separate sheet if necessary.

Special Services/Features \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recreational Facilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expansions/Renovations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature (Authorized) \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_ Title \_\_\_\_\_

# MeetingsMedia

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