



## Request for Private Meeting Suite

Private Meeting Suites are available to companies that have confirmed exhibit space at CHEST 2024. These suites are 10' x 20' private meeting rooms located in the Exhibit Hall and are available during exhibit hours.

### **CHEST 2024 exhibitors will have access to Private Meeting Suites on:**

Monday, October 7, 8:00 AM – 5:00 PM\*  
Tuesday, October 8, 8:00 AM – 4:00 PM  
Wednesday, October 9, 8:00 AM – 2:30 PM

### **Meeting Suite includes:**

- Sign of company logo designating your suite
- Basic carpet (any upgrades are responsibility of exhibitor)
- 8-ft high system walls with lockable door (no graphics on outside panels)

*Companies are responsible for all additional costs of additional furniture, audiovisual, electrical, food and beverage, internet, phone, and security. Order forms are available in the Exhibitor Service Manual. The security of the Private Meeting Suite is the responsibility of the client. Private Meeting Suites may not be used as additional exhibit space. All rules and regulations published in the Exhibitor Manual must be followed, including the fact that no CME meetings may be held in the Private Meeting Suite. Registered CHEST 2024 attendees and exhibitors are the only people who will have access to the Private Meeting Suites.*

***Please note—Meeting Suites are not secure, so the client should not leave prototypes or valuables unattended. Only exhibitor staff will have access to Private Meeting Suites 2 hours prior to the Exhibit Hall opening and 1 hour after closing, excluding the last day when the rooms will be dismantled at 1:00 pm. No attendees are allowed access before or after Exhibit Hall hours.***

*\*All times are in eastern standard time.*

# Request for Private Meeting Suite

## Private Meeting Suite Costs:

**\$6,000 per selection (room size 10' x 20')**

(Payment is due with application. No cancellations or refunds. Prices are subject to change.)

## Company Information

Company

Address City/State/Zip

.Telephone Email

Contact Person