



ENTER THE **ATMOSPHERE** FOR BUSINESS.



**World ATM Congress 2019**

12-14 March | Madrid, Spain

**MEETING ROOMS REQUEST FORM**

Meeting rooms are available to WATMC Sponsors and Exhibitors. Please complete this form and return to [sandra.strickland@atca.org](mailto:sandra.strickland@atca.org). Once received, your request will be processed and your meeting room will be assigned. **If you are in need of additional services such as A/V and Catering, please complete the second page of this form and once submitted, the appropriate Vendor will contact you regarding details and pricing.**

**Company Information:** Please complete the information below:

Company Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
VAT EXEMPT: YES \_\_\_\_\_ NO \_\_\_\_\_ VAT #: \_\_\_\_\_

**Room Rental Contact: (Main Contact)**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Billing Contact: (If different from Main Contact)**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Note: All correspondence will be sent to the Main Contact's email address.**

**Meeting Room:**

We wish to reserve Meeting Room(s): \_\_\_\_\_  
Hourly Rental Rate: € \_\_\_\_\_ ½ Day Rental Rate: € \_\_\_\_\_ 3 Day Rental Rate: € \_\_\_\_\_  
Additional Day € \_\_\_\_\_ = **TOTAL Rental Fee:** € \_\_\_\_\_  
Start date: \_\_\_\_\_ Start time: \_\_\_\_\_ End date: \_\_\_\_\_ End time: \_\_\_\_\_

**REQUIRED ROOM SET UP: \*\*\*If no information is provided below, the meeting room will be set to the maximum BOARD set-up that is allowed for the Meeting Room Space Assigned (see meeting room information sheet)\*\*\***

Theatre  Open U shape  Special Instructions:  
Classroom  Banquet   
Board  # of Persons

**Payment Information: \*\*\*Full payment is due with application. Meeting Room keys will not be provided if payment has not been made\*\*\***

**Total Rental Fee + 21% VAT = TOTAL DUE:** € \_\_\_\_\_ (Payment in Euros Only)

- Please invoice balance due.
- Wire Transfer (Wire transfer information will be listed on all invoices). Contact Ashley Haskins [ashley.haskins@atca.org](mailto:ashley.haskins@atca.org) for additional assistance.
- Credit Card (If paying by Credit Card please complete and return the attached WATMC Credit Card Authorization Form (A 2.5% processing fee will be applied))

**Cancellation Policy**

A refund of the Meeting Room Rental fees, minus a 15% administrative fee, will be given for Meeting Room Rental cancellations received **IN WRITING by February 22, 2019**. **Contact the Vendor directly if requesting a refund of Vendor service fees.** Email Meeting Room Rental cancellation request to [sandra.strickland@atca.org](mailto:sandra.strickland@atca.org). **NO refunds will be granted for Meeting Room Rental cancellations received AFTER February 22, 2019.**

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

## ADDITIONAL SERVICES

**(Additional Fees Charged and Invoiced SEPARATELY By Vendor):**

### Audiovisuals **(Additional Fees Charged and Billed By Vendor):**

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> LCD projector + projection table    | <input type="checkbox"/> DVD player        | <input type="checkbox"/> CD Player |
| <input type="checkbox"/> Long-range laser pointer (for sale) | <input type="checkbox"/> Projection screen | <input type="checkbox"/> Lectern   |
| <input type="checkbox"/> Plasma Monitor                      | <input type="checkbox"/> Plasma Monitor    |                                    |
| <input type="checkbox"/> Paper board/flip chart              |  |                                    |

Other:

### Sound System Services **(Additional Fees Charged and Invoiced Separately By Vendor):**

- |   |   |
|---|---|
| <input type="checkbox"/> Sound System<br>(rate will vary depending on the room size<br>and number of persons) | <input type="checkbox"/> Additional wireless microphones                      |
|   | <input type="checkbox"/> Additional microphones on president table or lectern |
|   | <input type="checkbox"/> Others:  |

### Simultaneous translation equipment **(Additional Fees Charged and Invoiced Separately By Vendor):**

- Sound System and number of receivers (indicate number of persons): \_\_\_\_\_

Languages: \_\_\_\_\_

**\*Please note: TRANSLATORS ARE NOT INCLUDED**

### Cabled Internet Services **(Additional Fees Charged and Invoiced By IFEMA):**

All WATMC Meeting Rooms will have access to the complimentary WiFi service. If you are needing a connection with a more stable and guaranteed bandwidth, we offer these cabled options.

- |                          |                                   |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Internet Connection – 2MB (€222)  |
| <input type="checkbox"/> | Internet Connection – 8MB (€333)  |
| <input type="checkbox"/> | Internet Connection – 16MB (€555) |

### Hostess Service **(Additional Fees Charged and Invoiced Separately By Vendor):**

# of Hostesses: \_\_\_\_\_ Timetable\*: \_\_\_\_\_

Languages: \_\_\_\_\_

**\*Minimum 4 hours.**

### Catering Services **(Additional Fees Charged and Billed By Vendor):**

**\*\*\*Life Gourmet Catering is the exclusive Caterer for World ATM Congress 2019\*\*\***

Yes (Indicate needs): \_\_\_\_\_

No