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636 SCIENCE DRIVE
MADISON WI 53711-1073
PO Box 5528
MADISON WI 53705-0528

MEETING / EVENT APPROVAL REQUEST

Please complete and sign this form to request approval for your meeting or event during **Dairy-Deli-Bake 2010**. Fax or email the completed form to IDDBA.

NOTE: *This is not a hotel reservation form. To reserve a hospitality suite, please also complete a Suite Request through the Houston/IDDBA Housing Bureau.*

- Meetings and events must be scheduled outside of program and exhibit hours, which are as follows:
 - Sunday, June 6, 8:00 am – 5:00 pm
 - Monday, June 7, 8:00 am – 5:00 pm
 - Tuesday, June 8, 8:00 am – 2:00 pm
- Manufacturing companies must be exhibiting at Dairy-Deli-Bake 2010 to be approved for a meeting or event
- Retail companies must be attending Dairy-Deli-Bake 2010 to be approved for a meeting or event
- Convention hotels are required by contract to contact IDDBA for approval before releasing space
- Fill out the following form **completely** to ensure approval

EVENT: _____ DATE: _____

TIME: _____ HOTEL: _____

INVITED: Retailers – How many? _____

Manufacturers – How many? _____

Others – Who & how many? _____

Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

IMPORTANT NOTE: *You may need additional liability insurance for this event. Be sure to check with your company and/or your event provider for this important information.*

Approved: _____ Date: _____

Rita Coyne, Meetings Manager

For IDDBA use only. The approved form will be returned to you so that you can plan your event directly with the hotel of your choice.

**RETURN COMPLETED FORM TO:
RITA COYNE OR MEGAN LABELLE
IDDBA**

Fax: 608.238.6330 | Phone: 608.310.5000
Email: rcoyne@iddba.org | Email: mlabelle@iddba.org