

# - THE DIAMOND EXPO CENTER -

## Booking Form

Name of Event: \_\_\_\_\_

Promoter/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Type of Event (circle one): Convention Tradeshow Banquet Public Show Meeting Other: \_\_\_\_\_

If the event is a public show, will tickets be for sale? Yes No

Description of Event: \_\_\_\_\_

Date Preferences: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Will you need hotel room nights? \_\_\_\_\_

Please list approximate square footage that you will need? \_\_\_\_\_

If having exhibits, please list number of exhibits expected? \_\_\_\_\_

Will you need meeting rooms? Yes No If yes, approximately how many? \_\_\_\_\_

Will you have food functions? Yes No If yes, what kind? \_\_\_\_\_

Will you need food concessions? Yes No

Will your event consist of any of the following (please circle any that apply): music / bands / dance floor / theatrical lighting requirements / stage production / other \_\_\_\_\_

Have you held this event before? Yes / No If yes, where has the event been held before?

Facility: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

How did you hear about us? And or what was the factor involved in considering the Diamond Expo Center?

Associate / Previous Client / Advertisement: \_\_\_\_\_ / Other: \_\_\_\_\_

Would you like your event information released to the media? Yes No

If yes, please provide a contact name and phone number: \_\_\_\_\_

Would you like your event listed on our website? Yes No

Please attach any additional information / special requirements. Thank you and we look forward to working with you!

Please fax to: 217-245-8203 Monday – Friday 10am – 5pm, Saturdays 10am-2pm or email to: [info@diamondexpocenter.com](mailto:info@diamondexpocenter.com)

