



2025 DATES | Press: April 16 & 17 | Public: April 18 – 27

Javits Center | NYC

MEETING ROOM REQUEST

DUE FEBRUARY 28, 2025

date received & assigned: _____

BASED ON AVAILABILITY

room # assigned: _____

Company _____

Address _____

Use street address only (no P.O. Boxes)

City/State/Postal Code: _____

Contact _____ Telephone _____

Email _____ Fax _____

On-Site Contact _____ Cell # _____

Event Name _____

Set-up Date/Time _____ # of People _____

Meeting Date/Time _____

Room Set/Seating (please circle):

Round tables: [8] [10]

Classroom

Theatre-style

Hollow Square

U-Shape

Conference-style

Other (specify) _____

Do you require risers? [yes] [no] **Risers are 6'x8'. If needed, indicate desired height:** [16"] [24"] [32"] [40"]

Please circle (if needed):

HeadTable: for _____ (# of people) [skirted] [not skirted]

Lectern: [free-standing] [tabletop] [lighted]

Please indicate below how many tables needed/requested. Tables do not come draped/covered. There is a rental fee for linens. Confirm table & covering requests with Cultivated at 212.216.2400. Include diagram of complete set-up of room.

6' table (6' long x 18" wide) # of tables _____ location: _____

Used for classroom & conference-style set-ups

8' table (8' long x 30" wide) # of tables _____ location: _____

Used for hollow square & U-shape set-ups

Electrical: Order directly through Javits Center, using Jake (<https://jake.javitscenter.com/register>).

A/V: Bring your own-OR- order directly with KVL Audio Visual using the Order Form in this manual.

RETURN your request ASAP to: diane@autoshowny.com.

Cancellations after February 28, 2025, are non-refundable.