



**APS STAMPSHOW/NTSS**  
August 9-12, 2018  
Greater Columbus Convention Center  
Columbus, Ohio  
**Meeting / Seminar Space Request Form**

**Meeting / Seminar Information**

Society Affiliation (if any) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone : ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Presenter's Name: \_\_\_\_\_

Event Title for Program (max. 10 words, excluding presenter's name) \_\_\_\_\_

Type of Event:       Seminar       General Meeting       Business Meeting  
                          Reception       Off-site Tour/Dinner

Open to the Public:       Yes       No

Some groups prefer that their meeting/seminar be publicly listed, but noted as a "closed meeting."  
Do you wish your meeting/seminar to appear on the APS and ATA websites:       Yes       No  
Do you wish your meeting/seminar to appear in the Show Program:       Yes       No  
Do you want your meeting marked:  Closed       Tickets Required

Rank choice of day:      \_\_\_\_ Thurs.      \_\_\_\_ Fri.      \_\_\_\_ Sat.      \_\_\_\_ Sun.      (*1 most desirable, to 4 least desirable*)

Prefer:       Morning       Afternoon

Length of Time:      \_\_\_\_\_ (1 Hour = 50 minutes, to allow next meeting room change.)

Anticipated attendance: \_\_\_\_\_ people.

What days will the speaker be at StampShow/ NTSS?       Thursday       Friday       Saturday       Sunday

List any seminars or meetings which would be potential conflicts for the speaker or attendees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preferred room set-up:**

- Theater style (chairs only)
- Classroom style (chairs & tables)
- Conference style (horseshow or hollowsquare)

**NOTE:** Room set-up requests are subject to change at the discretion of show management, based on the needs of the event, and minimizing costs for room set changes.

**Equipment requested:**

- an LCD projector with screen
- stamp frames, quantity: \_\_\_\_\_
- other \_\_\_\_\_  
*(i.e. slide or overhead projector w/screen)*

**\*Speakers must provide their OWN laptops.**  
**\*\*Internet access is NOT guaranteed.**

**NOTE:** The APS will cover the cost of equipment for requests made in advance. Late requests received after April 30th may be subject to a fee of \$350 a day per room.

continued on reverse →

## Advertising / Promotional Postcards

Promotional postcards are available for you to distribute to your society, and help promote the show in your local community. They are printed on card stock and may be sent as postcards, or enclosed in a #10 envelope.

Please send me Promotional Postcards. Quantity \_\_\_\_\_ (i.e. 25, 50, 100+...)

Other Paid advertising opportunities (please see the enclosed ad rates):

- I wish to advertise in *The American Philatelist*.
- I wish to advertise in the Show Program.

## Filming Permission

I give permission for this meeting/seminar to be video recorded at the discretion of the APS and posted on the APS website.       Yes       No

## Your Contact Information

Please provide your contact information, in case the show staff needs to contact you with questions. This information will NOT be published:

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

**NOTE:** Please provide a copy of this information to your seminar speakers to ensure that they understand the policies regarding the availability of audiovisual equipment. Additional copies of this form can be downloaded from the website: [www.stamps.org/SS-Meetings-and-Seminars](http://www.stamps.org/SS-Meetings-and-Seminars).

Please return this form no later than:

**April 30, 2018**

Send to:

APS Shows & Exhibitions

Kathleen Edwards

100 Match Factory Place

Bellefonte, PA 16823-1367

Ph: (814) 933-3803 ext. 217 | Fx: (814) 933-6128

E-mail: [stampshow@stamps.org](mailto:stampshow@stamps.org)

**[www.stamps.org/STAMPSHOW](http://www.stamps.org/STAMPSHOW)**