



**EXHIBITOR MEETING ROOM PAYMENT FORM**

<b>Contact Information</b>
Company _____
Address _____
City/State/Zip _____
Telephone _____ Fax _____ E-mail _____
Contact Name _____
Contact on Show-site _____ Cell Phone # on Show-site _____
Booth Number _____

<b>Payment Information</b>
Number of time segments _____ x \$750.00 = \$ _____ (full payment must accompany meeting space application).
Check enclosed: <input type="checkbox"/> (payable to SEMI)
Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Personal Card <input type="checkbox"/> Corporate Card
Card Number _____ Expiration Date _____
Print Name (as it appears on the card) _____
Statement Billing Address _____ _____
Signature of Cardholder _____

**Refund Policy - Cancellations on or before May 8, 2008 will result in a full refund of payment. Cancellations received after May 8, 2008 will not be refunded.**

**Return application to:**

**Leslie Schade  
SEMI  
3081 Zanker Road  
San Jose, CA 95134  
Fax: 1.408.943.7953  
Email: lschade@semi.org**

### Exhibitor Meeting Room Guidelines

1. The receipt of your application by SEMI does not automatically guarantee that space will be assigned. Applications will be assigned on a first-come, first-served basis determined by the date and time your form and payment is received by SEMI. We cannot process your request unless all information is provided.
2. Applications must be received with full payment – either credit card or check payable to SEMI.
3. If meeting space is not available then payment will not be applied.
4. **Cancellations received after May 8, 2008 will not be refunded.** The Exhibitor shall not assign or sublet the meeting space or any portion of it.
5. Meeting rooms can be used for press conferences.
6. Meeting rooms cannot be used for exhibit space.
7. Exhibitors are responsible for arranging their own catering and audiovisual needs using the vendors specified in the Meeting Room Confirmation materials that will be sent after space is assigned.
8. The meeting rooms will be set up per the specifications of each exhibitor stated on the meeting room application. Any changes to those set-up requirements made after May 8, 2008 may result in additional charges.
9. Confirmations for meeting rooms will be faxed by May 2, 2008.
10. Meeting room space is for primary exhibitors only.

Please sign, date and return this document with the meeting room application and payment.

Name (print) \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_