

# EVENT & MEETING SPACE APPLICATION



## EUROMEETING 2018 BASEL, SWITZERLAND | 17-19 APRIL

Please email completed application to:  
[EMEA.exhibition@DIAGlobal.org](mailto:EMEA.exhibition@DIAGlobal.org)

If a company would like to host a hospitality function, they must follow the guidelines below:

- The company must have arranged a rental of exhibition booth for the EuroMeeting
- The company must inform DIA of any hospitality function planned.
- Although consideration will be given for small internal staff meetings of 10 or less, exhibitor hospitality events of 10 or more cannot be held during any DIA meeting sessions, scheduled exhibit hours, or social events. Therefore, the hours noted below are the only hours which are acceptable for hospitality functions:

**Monday, 16 April 2018 – All times are acceptable**

**Tuesday, 17 April 2018 – Before 09:00 and after 19:30**

**Wednesday, 18 April 2018 – Before 09:00 and after 17:30**

**Thursday – Before 09:00 and after 17:00**

### APPLICATION FOR EVENT/MEETING SPACE FUNCTION

Exhibiting Company	
Contact Person	
Address	
Phone	
Fax	
Email	
Name of venue for party or hospitality event	
Venue phone	
Venue fax	
Date of event	
Time of event	
Approximate number of participants	
Type of event	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Internal Business Meetings <input type="checkbox"/> Exhibit Staff Meetings <input type="checkbox"/> Other:
Additional Comments	

### FOLLOWING SECTION TO BE COMPLETED BY DIA

- Event/Meeting Space is approved
- Event/Meeting Space has been declined

Natacha Lichtensteger, Senior Project Manager EuroMeeting