ACT EXPO

The Largest Fleet Technology Show

CONFERENCE: MAY 17-20, 2027 | EXPO: MAY 18-19, 2027

LAS VEGAS, NV | LAS VEGAS CONVENTION CENTER

Hotel Function Space Request Form

Complete this form to request hotel function space and submit to the ACT Expo Events team for review at Events@TRCCompanies.com. You and the hotel will be notified if your request is approved or denied.

1. Requester Information

Name

Title

Organization

Email

Phone

Relationship to Event

☐ Sponsor ☐ Exhibitor ☐ Partner ☐ Other

If other, please specify

On-site contact name and mobile (if different from above)

2. Function Details

Function Name

Requested Hotel/Space

Function type

☐ Meeting ☐ Reception ☐ Meal ☐ Workshop ☐ Press event ☐ Other

Brief Description and Purpose

Requested Function Date

Alternate Date(s)

Start and End time (function only)

Setup and Teardown time needed

Expected Attendance

Audience (invite-only, open to all attendees, internal, other)

3. Space Needs

High-level only. The hotel will work out specifics with you if approved.

Preferred Setup

☐ Theater ☐ Classroom ☐ Rounds ☐ Boardroom ☐ Reception ☐ Other

Food and Beverage Planned?

☐ Yes ☐ No ☐ Not sure

AV Needed?

☐ Yes ☐ No ☐ Not sure

Any conflicts with official event programming we should know about?

Additional notes or special requests

4. Acknowledgment

By submitting this form, I understand that:

☐ My request is not confirmed until I receive approval from the ACT Expo Events team.

☐ My function may not conflict with or be marketed as part of the official event program without written approval.

Please note, submitting a request does not guarantee approval.
Contact the ACT Expo Events team with any questions at Events@TRCCompanies.com.