

## Meeting Room Rental & In-Booth Events

### Reserve Meeting Room Space

**Welcome to IWF 2024! IWF will provide temporary meeting room set-up for private business meetings, staff meetings or hospitality events for exhibitors at the Georgia World Congress Center. Exhibitors can reserve meeting room space by completing a request form. Meeting rooms are scheduled on a first come, first served basis and available based on a limited inventory of rooms.**

**Cost to reserve meeting room space is determined upon receiving application. You will be contacted by IWF once your application has been reviewed. Any meeting room rental costs, guidelines and vendor contacts will be confirmed. Payment is due within 5 business days from the date of the confirmation.**

**Food and beverage can be pre-ordered through Levy Restaurants for additional fees. AV services are also available at your cost through M2 Events Group Audio Visual. Vendor service contact information will be provided once meeting room reservation has been confirmed by IWF.**

**All applications should be returned no later than end of business day on **July 19, 2024.****

**For further information concerning meeting room reservations, please contact Debbie Hulseley at 404-693-8333 or email [debbie@iwfatlanta.com](mailto:debbie@iwfatlanta.com)**

**[CLICK HERE TO PRINT A MEETING ROOM RESERVATION FORM](#)**

## In-Booth Events

**Plan an after-hour special event or reception in your booth at IWF 2024! Below are guidelines for hosting an in-booth event:**

**To hold a function in your booth after hours we have the following guidelines:**

- 1. Exhibitor must provide IWF Show Management with the specifics for the event: Complete attached In-Booth Event Request Form and provide a copy of the invitation. The invitation will be used for answering questions or directing people looking for the event.**
- 2. Depending on your booth size and number of guests, you will need to secure security through Dupree Security for the duration of the event. (No other security companies can be used.) IWF will determine the number of security guards needed depending on your booth size. Once IWF approves the In-Booth Event request and advises you of the number of security guards needed, you can contact Dupree Security at 404-350-8355 or email Mary Brown at [mary.brown@dupreesecurity.com](mailto:mary.brown@dupreesecurity.com) to arrange security. (Forms are also included in the exhibitor manual).**
- 3. All guests must show badges and all guests must be in the booth at the close of the show. There are no in/out privileges for guests and any guests found wandering the floor will be escorted out and off the show floor by security.**
- 4. All catering must be purchased from Levy Restaurants. The account manager for our show can be contacted at [FoodServicesgwcc@gwcc.com](mailto:FoodServicesgwcc@gwcc.com)**

**IWF will review the request form and place your event on the schedule. You can forward the Security confirmation once you have spoken to Dupree Security.**

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**[CLICK HERE TO PRINT A IN BOOTH EVENT REQUEST FORM](#)**