

**BOARDING SPACE AT THE ERNEST N. MORIAL CONVENTION CENTER REQUEST FORM****INSTRUCTIONS** (Please type or print clearly)

This form is to be used by exhibitors or groups requesting boarding space at the New Orleans Ernest N. Morial Convention Center for any bus moves during the American Diabetes Association's Scientific Sessions.

Please note that this is for drop-off and pick-up only between June 5 and June 8. Parking is not allowed in front of the Convention Center. All bus moves must be submitted to the American Diabetes Association for approval. Please submit your request as early as possible.

**INFORMATION**

Exhibitor/Group Company Name: \_\_\_\_\_  
Exhibitor/Group Contact: \_\_\_\_\_  
Exhibitor/Group Phone: \_\_\_\_\_  
Exhibitor/Group E-mail: \_\_\_\_\_

Hired Transportation Company: \_\_\_\_\_  
Hired Transportation Company Contact: \_\_\_\_\_  
Hired Transportation Company Phone: \_\_\_\_\_  
Bus Company being utilized: \_\_\_\_\_

Hotel where the guests are staying: \_\_\_\_\_

**BUS MOVE 1**

Date of Event: \_\_\_\_\_  
Number of Buses: \_\_\_\_\_  
Arrival Time at the Convention Center: \_\_\_\_\_  
Departure Time from the Convention Center: \_\_\_\_\_

**BUS MOVE 2**

Date of Event: \_\_\_\_\_  
Number of Buses: \_\_\_\_\_  
Arrival Time at the Convention Center: \_\_\_\_\_  
Departure Time from the Convention Center: \_\_\_\_\_

**BUS MOVE 3**

Date of Event: \_\_\_\_\_  
Number of Buses: \_\_\_\_\_  
Arrival Time at the Convention Center: \_\_\_\_\_  
Departure Time from the Convention Center: \_\_\_\_\_

Once your request has been reviewed, you will be contacted with the approval or denial of the boarding space request. If approved, you will be notified of your boarding location and be given a permit to place in your bus window.

**SUBMIT COMPLETED FORM TO [CONVENTIONOPERATIONS@DIABETES.ORG](mailto:CONVENTIONOPERATIONS@DIABETES.ORG)**