

BOARDING SPACE AT THE WALTER E. WASHINGTON 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 Walter E. Washington 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 18 and June 21. 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