



Affiliate Business Request Form

Any requests for meeting space or suites over the show dates listed must be approved by Messe Frankfurt Inc. Please complete the information on this form and e-mail it to the Hotel Representative. **If the function type or event date or time is asked to be changed by the client after Messe Frankfurt, Inc. has approved the request, please resubmit the space request form with changes for approval.**

Date: _____

Hotel Name: _____

Company requesting _____

Meeting space: _____

Company Contact: _____

Title: _____

Telephone: _____

Email: _____

Name of event/ _____

Type of function: _____

Date of event: _____

Start Time: _____ End Time: _____

Number of people: _____

Space requested: _____

Comments: _____

**Hotel Representative- please submit to Ashley Dixon at ashley.dixon@usa.messefrankfurt.com.

Official use only:

Messe Frankfurt, Inc: ___ Approved ___ Denied

Signature: _____ Title: _____ Date: _____