



## 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 email to the address below. **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.**

Today's Date \_\_\_\_\_

Meeting Space Location/ Hotel Name \_\_\_\_\_

Company Name \_\_\_\_\_

Company Contact \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Type of Function \_\_\_\_\_

Date of Event \_\_\_\_\_

Start and End Times \_\_\_\_\_

Number of People \_\_\_\_\_

Space Requested \_\_\_\_\_

Comments \_\_\_\_\_

**DEADLINE: March 20, 2020**

E-mail: [courtney.baker@usa.messefrankfurt.com](mailto:courtney.baker@usa.messefrankfurt.com)

**Official use only:**

Messe Frankfurt, Inc.       Approved       Denied

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_