



**105 Eastern Avenue, Suite 104
Annapolis, MD 21403
Phone: 410-940-6580
Fax: 410.263.1659
jforte@wffsa.org**

**2016 FLORAL DISTRIBUTION CONFERENCE
COMPANY MEETING REQUEST FORM**

Company: _____

Day/Date: _____

Time: _____

People: _____

Room Set _____

Name of Contact Person: _____

Email & Phone of Contact: _____

Will you require any food and beverage? **Yes** **No**

Will you require Audio/Visual Equipment? **Yes** **No**

Please complete and return this form no later than March 31, 2016. Upon receipt, WF&FSA will confirm your space assignment with you and provide you the contact names you will require at the MACC. WF&FSA will provide the space for company meetings free of charge, yet each company is responsible for making their own arrangements with the MACC and handling payment for food & beverage and any A/V requirements.

If you have any questions, please contact Jessica Forte – jforte@wffsa.org - or by phone at 410-940-6580.