

GSMA 2018 – MEETING ROOM SERVICES

(Updated 5.24.18)

Exhibiting Company: _____
Dates of Use: _____ **Meeting Room(s):** _____
Requestor's Name: _____
Email: _____ **Phone:** _____

ROOM KEYS

Re-cored locks are \$75.00 per meeting room (or section thereof) and include four (4) keys. Additional keys for re-cored rooms are \$15.00 per key. Lost keys are \$50.00 each.

Room	Recore Charge	# Keys (4) comp	Add'l Key Charge	Total Charge
	\$75.00			
	\$75.00			
	\$75.00			

Please note if multiple rooms are to be on the same re-core.

***Re-cored rooms are not accessible by any other party. Please schedule room services (i.e. cleaning and catering) at times when the room is open/accessible.

Keys may be picked up onsite beginning on **Saturday, September 8th**.

Name(s) allowed to pick-up onsite	Expected Pick-up Date	Phone Number

PAYMENT

Please return completed form along with the LACC credit card authorization form to eventservices@lacclink.com by **Friday, Aug 31, 2018**. Services are not confirmed until advance payment is received. Requests received after this date may be subject to a service fee. For questions, please contact LACC Event Services Department at 213.765.4656.



CREDIT CARD AUTHORIZATION / WIRE TRANSFER

**PLEASE NOTE:
 ALL CREDIT CARD TRANSACTIONS WILL BE ASSESSED A 4% PROCESSING FEE**

EVENT INFORMATION

Please check what payment is for.

- Rent Ancillary Charges
 Other: _____

 Event Name

 Event Date(s)

 Event #

CREDIT CARD INFORMATION

Please check one.

- American Express MasterCard
 Visa Discover

 Amount of Charge

 Credit Card Account #

 Expiration Date SEC Code

BILLING INFORMATION

 Card Holder's Name

 Billing Address

 City/State/Zip

 Signature Date

WIRE TRANSFERS

Alternatively, payment may be sent via wire transfer:

- **Bank:** Bank of America
- **Account #:** 1453617494
- **ABA/Routing Number:** 026009593
- **Swift Address:** BOFAUS3N
- **Account Name:** AEG Management LACC, LLC

**PLEASE COMPLETE AND RETURN
 TO EVENT SERVICES AT
eventservices@lacclink.com
 OR CALL
 213.765.4656
 FOR ASSISTANCE**