

Proxy Reservation

Please complete this Proxy Reservation Form if your company would like to reserve exhibit space for the 2025 OR Manager Conference and an authorized representative of your company **cannot be present** during your allotted phone call time to select space. Show Management will select your booth space based upon this proxy reservation. If none of your choices are available, Show Management will select the best available space on your behalf for your company. For best results, please list several booth choices, scattering your selections around the exhibit floor.

Please submit this completed Proxy Reservation Form, which represents a firm commitment and binding agreement for booth space on behalf of the named exhibitor for the assigned space, to April Bruffy, Account Executive, prior to your selection time. **You may withdraw this Proxy Reservation at any time up to the time that space is selected for you.**

Exhibiting Company: _____

Your Name: _____ Title: _____

Address: _____

City: _____ State/Province: _____ Country: _____ Zip/Postal Code: _____

Email: _____

Phone: _____ Fax: _____

Current Booth Number at OR Manager Conference 2024: _____

OR Manager Conference 2025 Booth Preferences:

Preference #1	Booth #: _____	Booth Size: _____ square feet
Preference #2	Booth #: _____	Booth Size: _____ square feet
Preference #3	Booth #: _____	Booth Size: _____ square feet
Preference #4	Booth #: _____	Booth Size: _____ square feet
Preference #5	Booth #: _____	Booth Size: _____ square feet
Preference #6	Booth #: _____	Booth Size: _____ square feet

Authorized By:

Date:

(Signature)

(Print name)

Contracts and Payments: Once you select your booth location, you must complete and sign the contract for exhibit space for your booth in order to complete the transaction and hold your space. The contract for exhibit space is a legally binding agreement and you are responsible for payment as per the terms of the contract. There are specific cancellation terms included on the contract. Following the space selection procedure in October 2024, you will be invoiced for your space deposit (50% of your total contract) which is due 30 days following the contract signing.