



**Note: Availability of meeting rooms is extremely limited.
Register early to secure a meeting room.**

Meeting Room Reservation Form

Before completing this meeting room form, please review the Meeting Room Terms and Conditions on page 2.

Company Name		
Company Address		
City	Postal Code	Country
Full Name (Meeting Room Reserved Under)		Professional Title
E-mail		

Room Rental Rate	Dates of Reservation
US\$ 1,000 per day	<input type="checkbox"/> April 20 <input type="checkbox"/> April 21 <input type="checkbox"/> April 22
Meeting Rooms <i><u>(please choose one)</u></i>	<input type="checkbox"/> Weese - Max Capacity 12 <input type="checkbox"/> Holabird - Max Capacity 12 <input type="checkbox"/> Griffin - Max Capacity 12 <input type="checkbox"/> Converted Suite - Max Capacity 8 <input type="checkbox"/> Converted Suite - Max Capacity 8

I have read and agree to the Terms and Conditions on page 2 _____ (Initial Here)

PAYMENT INFORMATION

Total cost US \$ _____

Check (drawn on US bank) Credit Card Bank Wire (**Must include US\$ 35 Wire fee**)

Name on Card	Billing Address
Credit Card Number	City, State, Postal Code
Expiration Date (MM/YY)	CVV Number
Signature	Date



THE SULPHUR INSTITUTE'S
**SULPHUR WORLD
SYMPOSIUM 2020**

Meeting Room Terms and Conditions

The Meeting Room Terms and Conditions provided apply to all meeting room reservations received for the Sulphur World Symposium 2020 and additional programming held concurrently with the symposium. Please review the information below; agreeing to these non-negotiable terms is a condition of your reservation.

General Terms

- At least one member of your company must be registered as a delegate.
- All meeting room fees must be paid in US\$ and free of any bank or financial institution fees.
- A meeting room reservation is not considered official until all fees have been received.
- All payments are due within two weeks of receipt of invoice from TSI.
- Company representatives are not permitted to attend other symposium events without first registering as a delegate.

Methods of Payment

- Credit Card: The Sulphur Institute accepts American Express, Master Card, and Visa. Delegates paying by credit card are encouraged to use the online registration system.
- Check: If paying by check please download and complete the form. Make checks payable to "The Sulphur Institute" and include delegate's name on the check. Checks must be drawn on a US bank.
- Bank Wire: Please download and complete the paper form if paying by bank wire. **Wire transfers must include a US\$ 35 per transaction fee.** Funds must be in US\$ and free of any bank charges or fees. Payment is due two weeks after receipt of invoice from TSI. Include the delegate's name in the wire transfer. Contact SAmirie@sulphurinstitute.org for more information.