



Conference Dates: September 5-8, 2023
 Exhibit Dates: September 6-8, 2023
 The Cosmopolitan of Las Vegas
 Las Vegas, NV

For PAINWeek Use:

CORPORATE MEETING ROOM REQUEST FORM

Corporate events, whether business or social functions, are defined as those that are intended for corporate attendees only. They may include, but are not limited to, business meetings, team building exercises, receptions, training, and other related activities. Corporate events will not be listed in the onsite program guide, on the painweek.org Web site, or any other official publication or signage.

- Meeting Rooms are available on a first-come, first-serve basis. This application does not guarantee meeting room space.
- All requests for meeting rooms during the conference week must be made through PAINWeek. All requests made directly to the hotel will be referred back to PAINWeek.
- All meeting activities must be confined to the meeting space.
- You **must be a confirmed exhibitor or sponsor** to reserve a meeting room. Exhibit booths are not permitted in meeting rooms.
- Audio or visual recording activities are **strictly prohibited** without prior approval from both the Cosmopolitan of Las Vegas and PAINWeek.

CONTACT DETAILS

Sponsor/Exhibitor Company Name			
Booking Contact			
Name of Contact		Company	
Work Number		Email	
Onsite Contact (if different from booking contact)			
Name of Contact		Company	
Mobile Number		Email	



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ROOM DETAILS

Proposed Use(s) of Room(s)		# of Attendees	
Will PAINWeek healthcare professional attendees be invited/in attendance? Yes/No			
If yes, how many (appx)?			
Room Set Up (for conference level rooms only), Please Check One:			
Theatre		Classroom	
		Banquet	
		Conference	
Other (please describe in detail)			
Room Preference, Please Check One:			
Must be on conference show levels		Reception Suites (levels 14,15,16)	
		No preference	
Special requests:			

AUDIO VISUAL SERVICES (optional)

Please check or indicate amount needed. A quote will be provided to you by official contractors.

	Stage riser and stairs
	Pipe and drape
	Podium
	Projector screen
	LCD projectors
	Laptop computer
	Speaker timer
	Wireless cuing remote
	Podium microphone
	Lavaliere microphone
	Handheld microphone
	Speaker confidence monitor
	Stage lighting
	A/V table (may be a cart depending on room size/configuration)
	A/V cart
	Registration table, 2 chairs, wastebasket
	Poster easels
	AV Technician (please indicate hours needed)
	Audio Recording
	Video Recording
	Speaker phone/Polycom (for conference calls)
	Internet service



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Other. Please Describe:
Special Furniture Order (ie, plants, lounge chairs, coffee tables, etc):

RECEPTION SUITES

See *appendix* for floorplan

FOOD AND BEVERAGE SERVICE

Food and beverage service can be arranged by working directly with the hotel. Upon receipt of this application, payment, and room assignment we will send you the catering contact. The hotel will arrange for direct billing with your organization.

For Condesa rooms click [here for menu options](#).
 For Reception Suites on level 14,15, and 16 click [here for menus](#).

SELECTED DAY(S)

Please indicate all requested date(s) and time slot(s). Dates marked in bold are conference dates. Dates in red indicate exhibit hall open days						
Monday, September 4	6:00 AM – 11:00 AM		12:00 PM – 6:00 PM		Full Day	
Tuesday, September 5	6:00 AM – 11:00 AM		12:00 PM – 6:00 PM		Full Day	
Wednesday, September 6	6:00 AM – 11:00 AM		12:00 PM – 6:00 PM		Full Day	
Thursday, September 7	6:00 AM – 11:00 AM		12:00 PM – 6:00 PM		Full Day	
Friday, September 8	6:00 AM – 11:00 AM		12:00 PM – 6:00 PM		Full Day	
Saturday, September 9	6:00 AM – 11:00 AM		12:00 PM – 6:00 PM		Full Day	
Sunday, September 10	6:00 AM – 11:00 AM		12:00 PM – 6:00 PM		Full Day	



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PRICING

	Small	Medium	Large
	Non-Conference Level Room (Reception Suites on 14 th , 15 th , or 16 th floors)	Conference Level Room (level 2); <1100 sq ft includes Condesa 1,5,6,7, Jardins, and Bellavista	Conference Level Rooms (level 2) >1100 sq ft includes Condesa 2,8,9
Half Day	\$550	\$1100	\$1650
Full Day	\$1100	\$2200	\$3300

PRICING WORKSHEET

Small	Total 1/2 Days:		X Rate:	\$550	= \$
	Total Full Days		X Rate:	\$1100	= \$
Medium	Total 1/2 Days:		X Rate:	\$1100	= \$
	Total Full Days:		X Rate:	\$2200	= \$
Large	Total 1/2 Days:		X Rate:	\$1650	= \$
	Total Full Days:		X Rate:	\$3300	= \$
TOTAL					= \$

PAYMENT INFORMATION

Tax Information and Completed IRS Form W-9 www.painweek.org/W9

Check one payment type below	
Checks made payable to PAINWeek, 1801 N Military Trl, Suite 110 Boca Raton, FL 33431	<input type="checkbox"/>
Credit Card	<input type="checkbox"/>
Type of Card	
Name on Card	
Card Number	
Billing Address	
City, State, ZIP	
CVV2/CCID	
Expiration (Month/Year)	

Fee includes rental costs, tables, chairs, podium, basic electric, and water as provided by the hotel venue. All other goods and services and upgrades such as food and beverage catering, audio/visual, microphones, security, easels, etc. must be ordered and paid for by the exhibitor. Upon approval of this application a confirmation email will be send with contact information for catering manager and audio visual services.

A total of 100% is due and must accompany this order. This is a non-cancellable agreement. We will notify you with your room option and assignment within seven business days. Management has the right to change the meeting rooms for the good of the conference.

Cosmopolitan of Las Vegas Level 2 Condesa Rooms



HARMON AVENUE

Room Name	Room Dimensions L x W x H	Square Feet*	Banquet 72" Rd.	Theater	Classroom 18"	Reception	Hollow Square
Condesa 1	42 x 22 x 11	924	40	80	35	132	Conf Only
Condesa 2	42 x 36 x 13	1,512	70	151	72	216	42
Condesa 3	67 x 55 x 12	3,685	230	369	246	526	—
Condesa 4	63 x 55 x 12	3,465	210	347	231	495	—
Condesa 3-4	130 x 55 x 12	7,150	440	715	477	1,021	—
Condesa 5	37 x 28 x 13	1,036	60	130	69	148	26
Condesa 6	37 x 30 x 13	1,110	50	80	60	159	26
Condesa 5-6	58 x 37 x 13	2,146	110	215	120	307	52
Condesa 7	36 x 25 x 11	900	40	60	36	129	Conf Only
Condesa 8	36 x 32 x 13	1,152	60	115	60	165	32
Condesa 9	33 x 41 x 13	1,353	80	135	72	193	36
Condesa Commons	85 x 116 x 16	9,860	—	—	—	1,409	—
Bellavista Boardroom	47 x 22 x 14	1,034	—	—	—	—	Conf 20

Questions?

Charlie Frometa

Tel: (973) 233-5571

E-mail: cf@tarsuscns.com

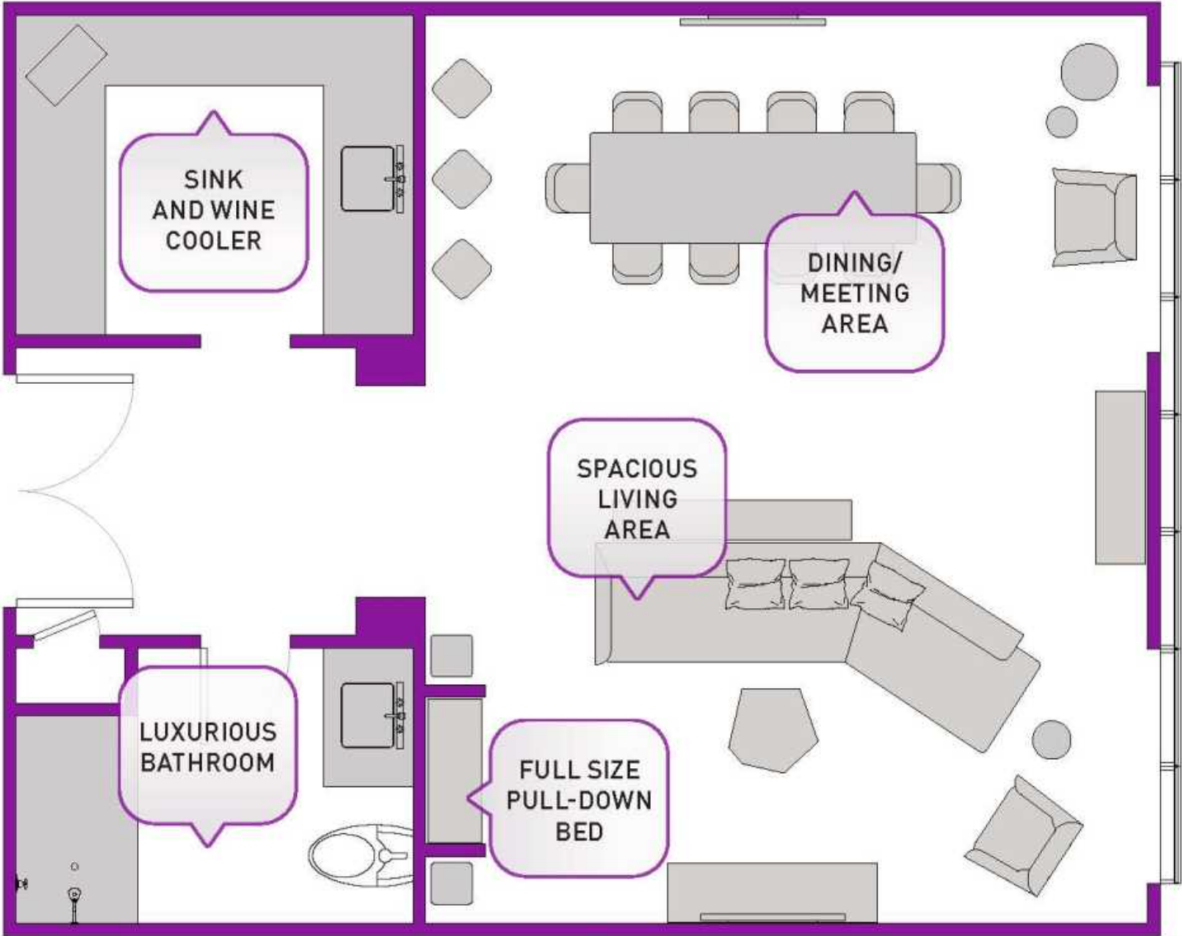
Web site: www.painweek.org/exhibits

PAINWeek Administration Mailing Address for Non-Financial
 Matters: 6 Erie Street, Montclair, NJ 07042

Return completed forms to cf@tarsuscns.com.

Appendix

Reception Suites Appx 1050 sq ft



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