



Conference Center Reservation Form

Thank you for selecting the Polymers Center of Excellence for your meeting. All arrangements are considered tentative until we receive a completed and signed copy of this form indicating a definite confirmation.

Contract

Damage Clause:

In the event that damage occurs on and/or to the property of the Polymers Center of Excellence as a result of careless or negligent action by you or one of your employees, an assessment of such damage will be made by an appropriate member of the Polymers Center of Excellence management staff. An accurate and fair statement will be prepared and added to the final bill for said damages. It is understood that payment to the Polymers Center of Excellence will be made within 30 days of the statement date.

Hold Harmless:

In signing this agreement, you agree to Hold Harmless the Polymers Center of Excellence from any and all damages or destruction, including theft or mysterious disappearance of any and all property, merchandise or equipment owned by or leased to you.

Cancellation:

You may cancel your event without penalty if you provide written notice (letter, fax, or email) ten days before the scheduled event. If cancellation occurs less than ten days of the event date, you will be subject to a penalty of the full room rental, unless there is determined to be a reasonable cause. Reasonable causes for termination include: Acts of God, War, Government Regulation, Disaster, Strikes, Civil Disorder, Curtailment of Transportation Facilities, or other emergencies.

Event Details:

Name of your Event: _____

Name: _____ Phone: _____

Company: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Number of Attendees: _____

Dates Reserved: _____

Classroom (\$575/day, seats 44) _____ Injection Molding Lab (\$750/day, seats 14) _____

Full Injection Molding Center (\$950/day, Includes Classroom and Injection Molding Lab) _____



POLYMERS CENTER

Additional Requirements:

Coffee (\$2/attendee/day): _____

Soft Drinks (\$3/attendee/day): _____

AM break snacks (\$3/attendee/day): _____

PM break snacks (\$3/attendee/day): _____

Operating Hours:

The Polymers Center's Classroom and Injection Molding Lab are available from 7:30 am – 4:30 pm Monday through Friday.

Meals:

Unlike hotels and other venues, which force you to use specific catering service (and charge you an extra 20% catering fee), the Polymers Center gives you the freedom to contract with a caterer yourself. We will be happy to provide you with a list of local caterers. The classroom must be reserved in order to have catered meals.

Billing:

Payments accepted by check or credit card. (Check must be received before room will be reserved.) If you wish to pay by credit card, please supply your credit card number and expiration date and sign below. There is a 4.9% fee for using a credit card. Customers who already have an established account with the Polymers Center can pay through the normal quote/purchase order system if they wish.

Visa _____ MasterCard _____ American Express _____

Card Number: _____ Expiration Date: _____/_____/_____

Print name of cardholder: _____

Signature (required authorizing use of card): _____

Please sign your acceptance of the terms this contract below:

Authorized Signature: _____ Date: _____/_____/_____

Print Name: _____

Email the completed form to Beverly Jarrell at BJarrell@polymers-center.org

MAIL the completed form to Polymers Center of Excellence, 8900 Research Drive, Charlotte NC 28262 (Make checks payable to the "Polymers Center of Excellence".)

Polymers Center of Excellence – University Research Park – 8900 Research Drive – Charlotte, NC 28262
Main Number: 704.602.410 – Main Fax Number: 704.602.4114
www.Polymers-Center.org