

ADDITIONAL MEETING ROOM REQUEST FORM

Additional Meeting Room Guidelines:

1. On-site Meetings at the Long Beach Convention Center may take place from Sunday, July 26 – Wednesday, July 29, except during the daily keynotes Monday – Wednesday from 8:30 – 10:00 am.
2. Room assignments for each Meeting at the Long Beach Convention Center will be provided in **early May 2026**. Additional Meeting Rooms will be in the 104 rooms on the first floor. All rooms be assigned on a first-come, first-served basis following approval.
3. Your event room fee covers the space only. Additional services, including audio-visual equipment, catering, electricity, high-speed internet, and signage, are not included. The designated Meeting Contact is responsible for ordering these services directly through our approved vendors. You will receive vendor contact details and payment instructions alongside your room assignment confirmation.

	Small Meeting Room	Large Meeting Room
Fee		
Half-Day (7:30 AM – 12:30 PM OR 1:30 PM – 6:00 PM)	\$500	\$1,000
Full-Day (7:30 AM – 6:00 PM)	\$1,000	\$2,000
Room Set Capacities		
Theater	32-59	88-150
Classroom	16-18	35-51
Banquet	20-24	48-80
Reception	37-60	121-209

Contact Information

Note: This person is responsible for finalizing event logistics and approving costs

Primary Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

On-Site Contact Information (if different from primary contact)

On-Site Contact Name: _____

On-Site Contact Email: _____

On-Site Contact Phone Number: _____



DAC – The 63rd Chips to Systems Conference
Conference: July 26-30, 2026 | Exhibits: July 27-29, 2026
Long Beach Convention Center, Long Beach, CA

Meeting Details

Company: _____

Meeting Title: _____

Program Description: _____

Please indicate your preferred meeting date by priority (1 being most preferred):

Sunday, July 26 th	Tuesday, July 28 th	
Monday, July 27 th	Wednesday, July 29 th	

Start Time*: _____ **End Time:** _____

**Please note, programming for attendees may not take place during DAC Keynotes from 8:30 – 10:00 am.*

Maximum Attendance: _____ **Room Size:** _____

Room Set: Conference Theater Classroom
 Banquet Rounds Reception

*The questions below will help DAC accurately categorize your event and assign the ideal room and time slot. Please note that this form is for **informational purposes only**. The designated Meeting Contact is responsible for coordinating and paying all service vendors directly. You will receive a list of approved contractors and payment instructions once your room assignment is confirmed.*

Please list additional room set requirements: _____

Food & Beverage Needs – Please provide an overview of what will be served: _____

Audio Visual Needs – Please provide an overview of what will be needed: _____

Will you need a technician in the room to run the meeting or a floating tech on

standby: Tech in the Room Tech on Stand-by



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Please list your internet needs: _____

Please list your electric needs: _____

Does your event require signage: YES NO

If your event requires signage, please include signage copy below: _____

Does your event require a lead retrieval device: YES NO

Submitting a completed additional meeting room request form signifies that you have read the above guidelines and understand that your group will be responsible for paying for all approved production expenses. For questions regarding Meeting Room Requests, please contact info@dac.com.

Once completed, email this form to info@dac.com