

## 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
<b>Fee</b>		
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
<b>Room Set Capacities</b>		
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:** \_\_\_\_\_

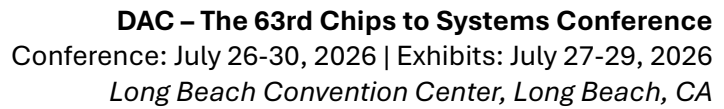
**Contact Phone Number:** \_\_\_\_\_

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

**On-Site Contact Name:** \_\_\_\_\_

**On-Site Contact Email:** \_\_\_\_\_

**On-Site Contact Phone Number:** \_\_\_\_\_



**Company:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

<b>Sunday, July 26<sup>th</sup></b>		<b>Tuesday, July 28<sup>th</sup></b>	
<b>Monday, July 27<sup>th</sup></b>		<b>Wednesday, July 29<sup>th</sup></b>	

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

**Room Set:** Conference Theater Classroom  
Banquet Rounds Reception

**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



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

**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](mailto:info@dac.com).

**Once completed, email this form to [info@dac.com](mailto:info@dac.com)**