



**2026 DATES** | Press: **April 1 & 2** | Public: **April 3 – 12**

Javits Center | NYC

# MEETING ROOM REQUEST

**DUE FEBRUARY 13, 2026**

date received & assigned: \_\_\_\_\_

***BASED ON AVAILABILITY***

room # assigned: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Use street address only (no P.O. Boxes)

City/State/Postal Code: \_\_\_\_\_

Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

On-Site Contact \_\_\_\_\_ Cell # \_\_\_\_\_

Event Name \_\_\_\_\_

Set-up Date/Time \_\_\_\_\_ # of People \_\_\_\_\_

Meeting Date/Time \_\_\_\_\_

**Room Set/Seating (please circle):**

Round tables: [8] [10]

Classroom

Theatre-style

Hollow Square

U-Shape

Conference-style

Other (specify) \_\_\_\_\_

**Do you require risers?** [yes] [no] **Risers are 6'x8'. If needed, indicate desired height:** [16"] [24"] [32"] [40"]

**Please circle (if needed):**

**HeadTable:** for \_\_\_\_\_ (# of people) [skirted] [not skirted]

**Lectern:** [free-standing] [tabletop] [lighted]

**Please indicate below how many tables needed/requested. Tables do not come draped/covered. There is a rental fee for linens. Confirm table & covering requests with Cultivated at 212.216.2400. Include diagram of complete set-up of room.**

**6' table (6' long x 18" wide)** # of tables \_\_\_\_\_ location: \_\_\_\_\_

*Used for classroom & conference-style set-ups*

**8' table (8' long x 30" wide)** # of tables \_\_\_\_\_ location: \_\_\_\_\_

*Used for hollow square & U-shape set-ups*

**Electrical:** Order directly through Javits Center, using Jake (<https://jake.javitscenter.com/register>).

**A/V:** Bring your own -OR- order directly with KVL Audio Visual using the Order Form in this manual.

**RETURN your request ASAP to: [laura@autoshowny.com](mailto:laura@autoshowny.com).**  
***Cancellations after February 23, 2026, are non-refundable.***