



## Event Inquiry Form

Please fill out the following questions, so that we may better assist you with your event space inquiry here at the Albuquerque Convention Center/Kiva Auditorium/Civic Plaza. When you have completed the form, please email it back to us at [dwood@albuquerquecc.com](mailto:dwood@albuquerquecc.com) Also if you would like more information about our space specifications for meeting rooms, ballrooms and exhibit halls please go to [www.albuquerquecc.com/space-specifications/](http://www.albuquerquecc.com/space-specifications/)

### HOW DID YOU HEAR ABOUT US?

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> ABQ Chamber     | <input type="checkbox"/> Hotel Referral      | <input type="checkbox"/> Radio**              | <input type="checkbox"/> Visit ABQ      |
| <input type="checkbox"/> Booking Agent   | <input type="checkbox"/> Marketing Campaign* | <input type="checkbox"/> Referral             | <input type="checkbox"/> Walk In        |
| <input type="checkbox"/> Call In         | <input type="checkbox"/> Networking Event    | <input type="checkbox"/> Regional Comm. Assn. | <input type="checkbox"/> Web Inquiry*** |
| <input type="checkbox"/> City of ABQ     | <input type="checkbox"/> Newspaper           | <input type="checkbox"/> RFP/BID              | <input type="checkbox"/> Other:         |
| <input type="checkbox"/> Hispano Chamber | <input type="checkbox"/> Promoter            | <input type="checkbox"/> Tradeshow            |   |

\*Includes Coronado Mall Advertisement \*\*Which station? \*\*\*Includes ABQ Business First Website

### CONTACT INFORMATION

**Best Contact's Name :**

Contact's Job Title:

Company Name:

Company Address  
(city, state, zip code):

**Phone #:**

**Best time to be reached:**

**Email:**

### EVENT INFORMATION

**Event Date & Time:**

**Type of Event:**

**Ticketed event?**

**Would you be requiring any of the following (mark all that apply):**

<input type="checkbox"/> Assembly/Graduation <input type="checkbox"/> Convention <input type="checkbox"/> Sporting Event <input type="checkbox"/> Banquet/Wedding <input type="checkbox"/> Entertainment/Prom/Dance <input type="checkbox"/> Tradeshow <input type="checkbox"/> Consumer/Public Show <input type="checkbox"/> Family Show <input type="checkbox"/> Performing Arts <input type="checkbox"/> Concert <input type="checkbox"/> Meeting <input type="checkbox"/> Other		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<b>Est. Attendance:</b>	
<input type="checkbox"/> Meeting Room(s) <input type="checkbox"/> Civic Plaza <input type="checkbox"/> Ticketmaster**** <input type="checkbox"/> Ballroom(s) <input type="checkbox"/> Catering <input type="checkbox"/> Electrical Equipment <input type="checkbox"/> Exhibit Hall(s) <input type="checkbox"/> Bar(s) <input type="checkbox"/> A/V Rental <input type="checkbox"/> Kiva Auditorium <input type="checkbox"/> Concession Stand <input type="checkbox"/> Wi-Fi network		

\*\*\*\*for ticketed events only

**Notes:**

Thank you for choosing Albuquerque Convention Center.