|  |  |
| --- | --- |
|  | **Request for Table & Captivate Form** |

**Request to use Lobby / Tunnel and Captivate Slides**

**Kinder Morgan Building**

**713-420-1001**

|  |  |
| --- | --- |
| Date of Request: |  |
| Tenant Name: |  |
| Tenant Contact: |  |
| Contact Phone #: |  |

**Request for:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table in tunnel | | | | | |
| * What will table be used for? | | | |  | |
| * Quantity | | | |  | |
| * Do you need chairs? | | | |  | |
| * How many? | | | |  | |
|  | | | | | |
| Sign in tunnel | | | | | |
| * Provide graphic for review | | | |  | |
| * Quantity | | | |  | |
| * Desired location | | | |  | |
|  | | | | | |
| Other | | | | | |
|  |  | | | | |
|  |  | | | | |
|  | | | | | |
| Captivate slide in elevators | | | | | |
| * Provide PowerPoint slide in correct format | | | | |  |
|  |  | | | | |
| Start date: | |  |
| End date: | |  |

Email the completed form to [kmbuilding@kindermorgan.com](mailto:kmbuilding@kindermorgan.com) at least 2 days in advance. You will be contacted within 24 hours to let you know if your request was approved.

Thank you,

KMB Management