|  |  |
| --- | --- |
|  | **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 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