Energy Innovation Center

4760 Clairemont Mesa Blvd.
San Diego, CA 92117

Event Request Form

1(800) 613.8970

The Mission Statement of the Energy Innovation Center is to educate customers about energy efficiency and sustainability; to encourage adoption of energy efficiency measures and to train San Diego's workforce to implement energy efficiency measures.

Please complete the following and submit to **EICReservations@semprautilities.com**
or e-fax to 858-385-3951.

EVENT ORGANIZER INFORMATION

Event Requestor Name	
Will you be the main point of contact on site for the event? ☐Yes ☐No	
If no please provide Event Contact Name & Number	
Organization Name	
Cell & Work Numbers	
Email Address	
Have you been referred by an SDG&E employee? If so, who?	
List any public officials or VIP's attending the Event	

EVENT INFORMATION

Date(s) Requested	Option 1		
	Option 2		
	Option 3		
Setup Start Time		Cleanup End Time	
Event Start Time		Event End Time	
Event Description (Please describe how your event connects to the Center's mission)			
Would you like to include a sustainability tour?		☐Yes ☐No	

Sustainability tour size <30 (Approx. time = 45 minutes)
For scheduling purposes, tours should be requested during the reservation process as we are not able to guarantee last minute tour requests.

Choose the topics your group are **_most_** interested in learning about during the tour.

☐ Lighting/Controls ☐ Solar ☐ Electric Vehicles ☐Sustainability ☐ Heating and Air ☐ Conditioning

☐ Water/Energy Nexus ☐ Commercial Demo Kitchen ☐ Smart Home

☐ Homeowner classes ☐ Trade Pro training ☐ Business Seminars

Are you interested in receiving a Basic or Advanced tour? Please select one box below.

☐ Basic = broad understanding of technologies as it relates to energy and sustainability
☐ Advanced = deeper description of technologies – typically for engineers and facility managers

Note: The Smart Home and Demonstration Kitchen may not be available for a tour due to customer use.

EVENT LOGISTICS

Event Name to appear on marquee		
Number of Attendees		
Room Selection (Optional) (Please select only if requesting a specific room) ***See Room Configuration form for capacities***	☐ Cabrillo A ☐ Cabrillo B ☐ Cabrillo C	☐ Mission A ☐ Smart Home
Preferred room setup (Please select as many as needed) ***See Room Configuration Form for available room layouts***	☐ Classroom ☐ Theater ☐ Hollow Square	☐ U-Shape ☐ Rounds ☐ Custom
Audio/Visual Equipment needed? Our system is PC compatible, please provide your own adapter if you plan to use a Mac.	☐ Handheld Microphone ☐ Podium Microphone	
	☐ Lavaliere Microphone ☐ Projector	
	☐ Teleconference	
	Other (*please describe*)	
	Will you need assistance with Audio/Visual setup? ☐ Yes ☐ No	
	Does the presenter need to borrow an SDG&E laptop for Internet access?	
Do you plan to cater your event? You have a choice of using one of our approved caterers. By selecting yes, we will provide menus for our approved caterers. ☐ Yes ☐ No		
I've read and agree to follow all policies outlined in the EIC Use Guidelines.		

Customer acknowledges and understands that SDG&E has the right to refuse entry onto the Property to or revoke the right of entry from any member of your party, including but not limited to your staff, employees, students, members, consultants, agents and contractors, for any reason. You may be required to ask a member of your party to leave the facility in such event. Failure to comply may result in revocation of your right to use the facility.

Signature: Date:

Send the <u>completed form</u> to <u>EICReservations@semprautilities.com</u>. Please allow 48 hours for a response.

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