NAPSLO MEETING SPACE REQUEST FORM

2010 ANNUAL CONVENTION • ATLANTA• OCTOBER 11-14, 2010

POLICIES AND PROCEDURES FOR REQUESTING MEETING SPACE
NAPSLO FAX NUMBER 816-741-5409 OR E-MAIL DEBBIE@NAPSLO.ORG

- Meeting space is available at the **Atlanta Marriott Marquis and Hyatt Regency Atlanta.**
- Meeting space is available for meetings Monday from 9:00 a.m. - 5:00 p.m and Tuesday & Wednesday from 7:00 a.m. - 4:00 p.m.
- Meeting space is available Monday after 7:30 p.m., and Tuesday and Wednesday evenings after 5:00 p.m. for receptions and dinners.
- In order to maximize the meeting space at the hotel – meetings must end by 4:00 p.m. each day and evening functions can begin no earlier than 5:00 p.m. with the exception of Monday.
- Debbie Hill, NAPSLO's Meetings Director, will forward a confirmation noting the meeting space availability and the hotel catering contact to coordinate your function. Please do not make plans until you receive confirmation of meeting room availability.
- If meeting space is cancelled after July 25, 2010, a $250 cancellation fee will be invoiced to the firm. Any additional hotel cancellation fees shall apply as noted in the hotel contract.
- Firms must register at least ten (10) delegates to reserve a meeting room during the hours of 7:00 a.m. - 4:00 p.m.
- NAPSLO must have your completed registration material prior to receiving your meeting space request.
- If you have questions regarding meeting space, please e-mail debbie@napslo.org.
- Majority of space over 1,000 sq. feet is available at the Hyatt. There is a very limited amount of space over 1,000 sq. feet at the Marriott.

Please submit this form to the NAPSLO office after you have registered for the convention. Due to the limited meeting space available, firms must register ten (10) delegates to reserve a meeting room. All meeting space requests must be submitted via this form in order to be processed. Meeting space requests will not be processed until your registration material has been received.

Contact Name to Finalize Function_____Phone_____

E-Mail_____ Fax_____

Firm Name_____Membership Number_____

Address_____City_____State_____Zip_____Country_____

In order to reserve a meeting room, your firm must agree to all NAPSLO policies and procedures noted on this form and in the convention brochure. Meeting space will be located in secure areas. It will be necessary for all employees, planners and guests to be registered for the convention in order to gain access to your meeting room. No exceptions. Unregistered attendees or employees could be subject to a convention registration fee. **DAY SPACE IS LIMITED TO ONE MEETING ROOM.**

Signature (required to process request): _____ **DATE**_____

PLEASE COMPLETE THE INFORMATION BELOW REGARDING YOUR FUNCTION

Day/Date	Start Time	End Time	Number of Persons	Type of Function	Meeting Room Setup	Hotel Pref. Marriott- M Hyatt - H	Room Assigned (NAPSLO Use)