NAPSLO MEETING SPACE REQUEST FORM

2009 ANNUAL CONVENTION • ORLANDO• OCTOBER 7-10, 2009

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 **Orlando World Center Marriott.**
- Meeting space is available for meetings Wednesday from 12:00 p.m. - 4:00 p.m and Thursday & Friday from 7:00 a.m. - 4:00 p.m.
- Meeting space is available Thursday and Friday evenings 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.
- 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. There is limited meeting room availability Wednesday at 8:00 a.m. on a first come, first serve basis.
- If meeting space is cancelled after July 25, 2009, a $250 cancellation fee will be invoiced to the firm. Any hotel cancellation fees shall apply as noted in the hotel contract.
- Firms must register at least 10 delegates to reserve a meeting room from 7:00 a.m. - 4:00 p.m.
- NAPSLO must have your completed registration material prior to releasing meeting space for your function.
- If you have questions regarding meeting space, please e-mail debbie@napslo.org.

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 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 PER 10 REGISTERED DELEGATES.**
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	Setup Time Requested (Receptions)	Room Assigned (NAPSLO Use)