

NAPSLO'S 2011 ANNUAL CONVENTION
MANCHESTER GRAND HYATT & SAN DIEGO MARRIOTT & MARINA
SAN DIEGO, CALIFORNIA
OCTOBER 10 – 13, 2011
POLICIES FOR PRIVATE FUNCTIONS & ACTIVITIES

Please review the following information **before** completing the attached On-Site and Off-Site Hospitality & Function Listing Form.

On-Site and Off-Site functions are allowed if they are conducted according to the rules listed below. NAPSLO must be informed of all On-Site and Off-Site functions.

1. On and Off-Site functions allowed before 5:30 p.m. and after 7:30 p.m. Monday. Please schedule transportation to off-site venues after 7:30 p.m. On-site functions allowed Tuesday evening prior to 7:30 p.m. On and Off-site functions permitted after 7:30 p.m. Tuesday. On and Off-site functions allowed Wednesday evening.
2. NAPSLO must be informed of all hospitality functions whether they are held On or Off-Site. This is necessary to allow NAPSLO staff to be able to respond to questions regarding hospitality functions, times, and locations.
3. Members will not be permitted to deliver any gifts, invitations, or brochures to guest rooms.
4. Meeting space is available to registered members only. NAPSLO must have your completed registration material prior to releasing meeting space for your private function. A meeting space request form can be downloaded from annual.napslo.org. Meeting space is available at the Manchester Grand Hyatt and San Diego Marriott & Marina.
5. Due to the limited meeting space available, firms must register at least ten (10) delegates to have exclusive use of a meeting room for day meetings. There is no minimum number of registrants for evening functions.
6. **Meeting space will be located in a secure area. It will be necessary for all employees, meeting planners, and guests to be registered for the convention in order to gain access to your private meeting room. No exceptions.**
7. Sponsorships of any type are not available this year at the 2011 NAPSLO Annual Convention in San Diego, CA.
8. Signage is permitted outside the meeting room only. **NO** affiliate signs are allowed in the pre-function area or outside the Brokers' Lounge.

Remember, the On-Site and Off-Site Hospitality & Function Listing Form must be completed and returned to the NAPSLO Meetings Department by **September 1, 2011** in order to be listed in the NAPSLO DAILY NEWS.

If you should have any concerns or questions, please contact Debbie Hill, CMP, Director of Meetings & Conventions, at 816.550.5092 or debbie@napslo.org.

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 MANCHESTER GRAND HYATT & SAN DIEGO MARRIOTT & MARINA
 SAN DIEGO, CALIFORNIA
ON-SITE AND OFF-SITE HOSPITALITY & FUNCTION LISTING**

This form can not be used to request space at the Annual Convention.

Name of Registered Member Firm:

On-Site Contact:

Correspondence Contact:

E-mail:

Phone Number:

Fax Number:

PLEASE NOTE: NAPSLO cannot list exact suite numbers for functions occurring on the day of arrival and check-in. Exact suite numbers will not be available until date of check-in. Please complete the information below to allow the hotel & NAPSLO staff to assist your guests in locating your firm's functions. It also provides your firm the opportunity of having your function(s) listed in the NAPSLO DAILY NEWS.

(Please Circle One)

DAY/ DATE	FUNCTION	PLEASE INDICATE MEETING ROOM OR * SUITE OR OFF-PROPERTY	LOCATION (MARRIOTT, HYATT, OR OFF - PROPERTY SITE)	START TIME	END TIME	POST IN NEWSLETTER		INVITATION ONLY OR OPEN TO ALL MEMBERS	
						Yes	No	Invite	Open
						Yes	No	Invite	Open
						Yes	No	Invite	Open
						Yes	No	Invite	Open
						Yes	No	Invite	Open
						Yes	No	Invite	Open

*Exact suite numbers will be added by the NAPSLO staff on your arrival day.

Please complete and e-mail (Vicky@napslo.org) or fax (816.741.5409) to the NAPSLO office by **September 1, 2011**. Forms must be received by this date to be listed in the NAPSLO DAILY NEWS. **The NAPSLO Meetings Department will confirm receipt of this form.** Please call the NAPSLO Meetings Department (816.741.3910), if you have not received a confirmation within ten (10) days. Functions in suites may not be listed in the daily magazine on check-in day.