

# NAPSLO MEETING SPACE REQUEST FORM

2014 ANNUAL CONVENTION • ATLANTA • SEPTEMBER 15-17, 2014

## *Policies and Procedures for Requesting Meeting Space*

- Meeting space is available to registered members only. NAPSLO must have your firm's completed registration material prior to releasing meeting space for your private function. Please submit the completed form to the NAPSLO office after you have registered 10 delegates. Meeting space is available at the Marriott and Hyatt. The cost of the meeting room is based on your set-up needs and food & beverage order. The hotel will quote the charge for the meeting room and set-up. Meeting space cannot be held on a 24 hour basis, unless it is not being utilized 15 days prior to the convention.
- Due to the limited meeting space available, firms must register at least 10 delegates to have exclusive use of a meeting room during the day. There is no minimum registration requirement for evening functions. Meeting rooms are limited. Forms will not be processed until 10 delegates are registered for the convention. Please see the sliding scale for allocation of meeting space based on the number of delegates registered from your firm.
- Meeting space will be located in a secure area. It will be necessary for all employees, planners and guests to be registered for the convention in order to gain access to your private meeting room prior to 5:30 p.m. No exceptions will be made. Signage limited to outside meeting rooms only.
- Day meeting space is available from 7:30 a.m. to 5:00 p.m. on Monday and from 7:30 a.m. to 4:00 p.m. on Tuesday and Wednesday.
- Evening meeting space is available after 7:30 p.m. on Monday, and after 5:30 p.m. on Tuesday and Wednesday for receptions and dinners.
- Only on-site functions will be allowed Tuesday prior to 7:30 p.m.; on- and off-site functions will be permitted after 7:30 p.m. Both on- and off-site hospitality functions and receptions will be allowed after 7:30 p.m. on Monday and Tuesday, and after 3:00 p.m. on Wednesday.
- No functions or transportation to functions may conflict with the Opening Reception on Monday, September 15 from 5:30 p.m. – 7:30 p.m. Please schedule transportation to off-site events on Monday to begin no earlier than 7:30 p.m.
- All receptions that require more than an hour set-up time for décor and entertainment, and require space for more than 100 persons will be placed at the Hyatt. The Hyatt will have adequate ballroom space and additional set-up time for receptions. NAPSLO will be utilizing all the ballroom space at the Marriott for the Brokers' Lounge & Club, and Sessions.
- **Daytime meeting space is available at the Hyatt ONLY. Marriott meeting space is currently sold out.**

### **Delegates Registered Maximum Square Footage of Meeting Space - Sliding Scale**

Listed below is the sliding scale for allocating meeting space based upon the number of delegates that are registered per firm. Space allocations apply only to space allocated for day meetings. There is no minimum attendee registration for receptions. NAPSLO reserves the right to place your meeting rooms at Marriott or Hyatt based on availability. NAPSLO may not be able to fulfill all requests for meeting space.

10 – 20 delegates	21 – 30 delegates	31 – 40 delegates	41 – 50 delegates
800 square feet or 4 rounds of 8	1,200 square feet or 8 rounds of 8	1,600 square feet for 12 rounds of 8	2,000 square feet or 16 rounds of 8

### **INSTRUCTIONS FOR COMPLETING NAPSLO MEETING SPACE REQUEST FORM:**

- ✓ Please submit this form to the NAPSLO office after you have registered 10 or more delegates for day events, there is no mandatory registration threshold for evening events
- ✓ All space requests for meeting rooms or hotel outlets must be requested via this form
- ✓ Submitting this form serves as agreement to NAPSLO policies and procedures noted
- ✓ If you have questions, please email [Debbie@napslo.org](mailto:Debbie@napslo.org)
- ✓ Larger ballroom space (over 1,000 sq ft) is only available at the Hyatt
- ✓ Receptions and Luncheons over 100 delegates will be placed at the Hyatt
- ✓ Meeting space allotment is limited -- see sliding scale based on number registered
- ✓ A confirmation email will be sent to you from NAPSLO noting receipt of form and hotel contact information
- ✓ Please do not make plans for your meeting or event until NAPSLO has confirmed meeting space availability
- ✓ **PLEASE EMAIL COMPLETED FORM TO [VICKY@NAPSLO.ORG](mailto:VICKY@NAPSLO.ORG)**

## NAPSLO MEETING SPACE REQUEST FORM

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Contact Name to Finalize Function \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Member No. \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Country \_\_\_\_\_

Zip \_\_\_\_\_

### DAY EVENTS

Day/Date	Start Time (7:30 am or later)	End Time (5 pm or earlier M) (4 pm or earlier T/W)	Meeting Room Setup (see sliding scale for maximum space – 1 room only – please note # of persons)	Hotel <span style="color: red;">(Only Hyatt available)</span>	Hotel/Room Assignment (For NAPSLO use)

### EVENING EVENTS – RECEPTIONS & DINNERS

Day/Date	Start Time (After 7:30 pm on M) (After 5:30 pm on T/W)	End Time (Prior to 12 am)	Meeting Room Setup (see sliding scale for maximum space – 1 room only – please note # of persons)	Hotel (Indicate M/H)	Hotel/Room Assignment (For NAPSLO use)

Office Use Only --- Date Rec'd \_\_\_\_\_ # Registered \_\_\_\_\_ Batch \_\_\_\_\_ Number \_\_\_\_\_ Confirmed by Hotel \_\_\_\_\_