



MEETING ROOM RESERVATION FORM: 2016 ISM CONFERENCE

Please submit a form for each individual function.

CONTACT INFORMATION

**EXHIBITING FIRM/VENDOR
REQUESTING SPACE:**

CONTACT PERSON:

TITLE:

ADDRESS:

CITY:

STATE, ZIP:

PHONE:

EMAIL:

WHAT LEVEL IS YOUR SPONSORSHIP OF THE ISM CONFERENCE?

☐ Platinum ☐ Gold ☐ Silver ☐ Bronze

FUNCTION DETAILS

Please complete these sections to assist in assigning space appropriately.

FUNCTION DATES(S):

DAY(S) REQUIRED: ☐ Monday ☐ Tuesday ☐ Wednesday

TIME(S):

EXPECTED ATTENDANCE:

EVENT NAME TO POST:

THIS FUNCTION IS A(N):

☐ Open Invite ☐ Staff Meeting ☐ By Invite Only

MEETING LOCATION

Please indicate if you want space in the convention center or the hotel.

☐ Convention Center ☐ Hyatt Phoenix
☐ Meeting Room, 2nd Level ☐ Renaissance Phoenix
☐ Meeting Room, Exhibit Hall

ROOM SET REQUESTED

☐ Schoolroom Seating ☐ Theater Seating ☐ Banquet Style
☐ U-Shape ☐ Hollow Square ☐ Conference/Boardroom
☐ Reception

ADDITIONAL REQUIREMENTS

☐ Catering (F&B) ☐ Audio-Visual ☐ Internet ☐ Electric*

*Two (2) 20 amps are included in the electric for the Phoenix Convention Center rooms only.

QUESTIONS AND/OR RETURN COMPLETED FORM TO:

Donna Jarvis-Miller, CMP, CEM, APHSA Director, Membership and Events
djarvis-miller@aphsa.org | (202) 682-0100 x259

I understand the room rental charged by APHSA does not include AV, food and beverage, additional room set changes and or re-keying of the room. I understand I am responsible for any charges associated with the room beyond the rental fee. The rental includes the first room set.

Please note the following: Space for corporate functions and sales meetings can only be secured by completing this form. If the proposed function is a social event of any kind, the function must be approved and not conflict with any official ISM events or activities. For space contracted with the Convention Center, Hyatt Regency Phoenix or Renaissance Phoenix, a contact person will be assigned by the property to handle your arrangements for your requested date and time. APHSA will assign the meeting rooms at the Convention Center.

Once confirmed, the company listed here will be solely responsible for all charges related to the function space and the functions held within it. It is recommended to use the official audio visual provider, PSAV, for the ISM Conference for any audio visual needs in your meeting rooms.

No functions may conflict with any official ISM Educational Sessions or Events including the exhibit hall breaks. APHSA and the ISM Logistics Committee reviews any exception requests.

The undersigned accepts that they are an officially agreeing to the terms of function space at the ISM Conference and further understands that the firm is responsible for all fees associated with the function space.

SIGNATURE (typed signature is acceptable)

DATE

The 2016 conference will take place at the Phoenix Convention Center with the Hyatt Regency Phoenix serving as the official conference headquarters hotel. Any request opportunities to reserve function space for various corporate and small meeting functions must go through the APHSA Conference Team.

We have a block of meeting rooms at the Phoenix Convention Center along with four (4) meeting rooms in the Exhibit Hall. Each level of sponsorship allows for one (1) meeting room at a discounted rate. Additional requests will be assigned after all 2016 Exhibitors have been given an opportunity to secure a meeting room. Additional rooms will be \$2,500 each. All requests will be reviewed on a first come, first-served basis. Submitting a request for space does not guarantee assignment. Function space is limited. Requests for hotel meeting space will be forwarded for assignment. The hotel may charge room rental as part of their contract.

RENTAL RATE AT CONVENTION CENTER:

First Meeting Room (only one room per sponsor at this rate):

Platinum: \$1,000

Gold, Silver
and Bronze: \$1,500

Additional
Meeting Rooms,
per room: \$2,500

Priority will be given to ISM Sponsor Vendors. All other requests will be assigned based on space availability.

APHSA does not have any rooms on hold at the Hyatt or Renaissance. Those requests will be assigned based on availability.