



2020 Annual Meeting

January 6-11, 2020

Manchester Grand Hyatt | San Diego, CA



NAEMSP® 2020 Affiliate Group Events Form

Due December 6, 2019 – all forms must be received by this date to be considered and booked.

Please note: Affiliate Group Events are not allowed to be scheduled during educational sessions. All boxes in red are required.

Company Name: _____

Name of Event: _____

Purpose of Event: _____

Type of Event: Meeting Hospitality Suite Other: _____

Preferred date of event: _____ Preferred Time of event: Start: _____ End: _____

Anticipated number of attendees: _____

Setup Request:

Classroom

Rounds (of 10)

Theater

Conference

Hollow Square

U-Shape

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

FEE SCHEDULE

The following fees apply to affiliate group meetings held in conjunction with the NAEMSP® 2020 Annual Meeting at the Manchester Grand Hyatt. Hospitality Suite prices vary according to hotel availability.

Less than 750 Square Feet	\$250	2,501 or more Square Feet	\$750
751 - 1,500 Square Feet	\$350	Non-Exhibiting Company	\$1500
1,501 – 2,500 Square Feet	\$500		

Once space is approved an invoice will be emailed to the email address provided. A confirmation will be sent separately with the confirmed date, time and room name. Payment is due within two weeks of receiving the invoice. Payments not received by December 6, 2019 will result in the function space being cancelled. If function is cancelled, fees are non-refundable.

Please note: based on space restrictions, we may not be able to accommodate your request. If space is unavailable during your requested date or time, we will provide you with an alternative.

FOR OFFICE USE ONLY

APPROVED

DATE APPROVED: _____

SEND INVOICE AMOUNT: _____

SPACE ASSIGNED: _____ DATE: _____ TIME: _____

NOT APPROVED

REASON: _____