

Meeting Room Reservation Form

FUNCTION DETAILS *(Please complete to assist us in assigning spaces appropriately.)*

Function Name: _____

Date(s): Sunday 10/6/24 Monday 10/7/24 Tuesday 10/8/24 Wednesday 10/9/24

This is a(n): Open Invite Staff Meeting By Invite Only Do Not Post

Time(s): _____

Number of Expected Attendees: _____

MEETING ROOMS *(Select the meeting room you want.)*

- 20 ft. x 20 ft. Expo Hall Meeting Room – Carpeted, hard wall meeting space \$5,000 (first room)
- 20 ft. x 20 ft. Expo Hall Meeting Room – Additional Room \$4,750 (limit one additional)
- 20 ft. x 30 ft. Expo Hall Meeting Room – Carpeted, hard wall meeting space \$5,500, per request
- Meeting Room in Convention Center \$4,750 (first room)
- Meeting Room in Convention Center – Additional Room \$4,250 (limit one additional)

CONVENTION CENTER MEETING ROOM SETUP REQUESTED

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

ADDITIONAL REQUIREMENTS

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

*Note: One (1) 20-amp outlet is included for all meeting spaces.

RESERVATION AGREEMENT

I understand the room rental charged by APHSA does not include AV, internet, food & beverage, additional electrical or furniture needs, 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. Signage for meeting rooms is restricted to one sign outside the meeting space. Only Show Management directional signage can be placed in common areas of the convention center.

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+PHSA events or activities. For space contracted with the Gaylord Rockies Resort & Convention Center, 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 Gaylord Rockies Resort & Convention Center. Any firm requesting a meeting room must also be a sponsor of the conference. No exceptions will be made to this policy. 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 audiovisual provider for the ISM+PHSA Education Conference & Expo for any audiovisual needs in your meeting rooms. No functions may conflict with any official ISM+PHSA Educational Sessions or Events, including the Expo Hall breaks. Show Management reviews and approves any exception requests. The undersigned represents that they are an authorized official of the firm agreeing to the terms of function space rental at the ISM+PHSA Education Conference & Expo and further understand that the firm is responsible for all fees associated with the function space.

FOR QUESTIONS AND TO SUBMIT COMPLETED FORMS, PLEASE CONTACT

Exhibit and Advertising Sales Team

Anna Nogueira or Phil Galanty

T: (800) 856-8567 | E: anogueira@aphsa.org

Current safety and well-being guidelines will be followed at the time of the event. Masks, currently, are not required. However, attendees who wish to wear a mask for their own safety and well-being are encouraged to do so.

CONTACT INFORMATION

Exhibiting Firm/
Vendor Requesting Space: _____

Name: _____

Title: _____

Address: _____

City, State: _____

ZIP: _____ Phone: _____

Email: _____

Date: ____/____/____

Signature: _____