



Hospitality Suite Request Form

Please complete the information below to request a Hospitality Suite for the AREMA 2012 Annual Conference & Exposition.

COMPANY INFORMATION

Company Name <i>(as you would like it to appear in the On-Site Program and signage)</i>			
Contact Name		Title	
Address			
City		State	Zip Code
Phone		Fax	
Email			

SUITE INFORMATION

Requested Suite Number/Type: _____

Arrival Date: _____

Departure Date: _____

Please list all of the companies who will be co-hosting the Suite with you:

PAYMENT INFORMATION

\$300 Administrative Fee

Sponsor (fee waived) Exhibitor (fee waived)

Check enclosed (drawn on a U.S. Bank in U.S. funds) Check # _____

VISA MasterCard AMEX Discover

Card Number _____ Expiration Date _____ CSC Code _____

Billing Postal/Zip Code _____ Card Holder's Name _____

Signature _____

Please return the Request Form and Hospitality Suite Guidelines (signed) to Lisa Hall at the address on the reverse side. Once received, Lisa will forward your information to the Hilton Chicago. Patricia Karas, Catering Manager, will contact you to reserve your Suite and to make arrangements for food & beverages and any other services you may need. **The \$300 administrative fee is waived for Sponsors and Exhibitors.**

AREMA 2012 Hospitality Suite Guidelines

Please read the guidelines below and return this signed form along with your Hospitality Suite Request Form to AREMA. These guidelines also apply to "meeting room" space used as a Hospitality Suite.

1. Your Suite will be contracted by the Hilton Chicago. If you would like to make any revisions and/or cancellations, please contact Patricia Karas, Catering Manager, at +1.312.294.6879 or patricia.karas@hilton.com. The Hilton Chicago will provide a detailed cancellation policy with your suite reservation form.
2. In special cases the Hilton may require an extra night's revenue as a security deposit. You will be notified in advance if this is required.
3. The capacity figure listed on the floor plan for the Suite indicates the maximum attendance your suite can accommodate for reception activity on a flow basis. Should your anticipated attendance exceed the number noted, please contact the Hotel for alternative arrangements.
4. Patricia Karas will handle all hospitality suite food and beverage requirements. She will consult with you on the menus, pricing, and staffing, as well as supervise the service during your event.
5. The use of suites for display or presentation purposes are restricted to the following conditions; (a) that existing furniture cannot be rearranged or removed, (b) that the installation or assembly of display units is not permitted, (c) that additional power beyond the existing 115 Volt, 500 Watt service cannot be provided, and (d) that no crated materials can be delivered to or stored at the hotel. Any attempt to deliver crated shipments will be refused by the hotel.
6. When planning Musical entertainment for your special function(s), it is advisable that you confer with your hotel contact well in advance. In consideration of hotel guests, music should be concluded by 10:00 p.m.
7. The Hotel does not permit suites to be used in connection with either commercial or private enterprises sponsoring events open to the public where an admission fee is charged.
8. There is a \$300 administrative fee. **This fee is waived for Sponsors and Exhibitors.**

I have read the guidelines and agree to abide by them.

Signature _____ Date _____

Print Name _____

Company _____

ADDITIONAL INFORMATION

For promotional purposes and for Hospitality Suite Signage, please indicate the dates and times your suite will be open:

Day 1 _____ Suite Open Time _____ Suite Close Time _____

Day 2 _____ Suite Open Time _____ Suite Close Time _____

Day 3 _____ Suite Open Time _____ Suite Close Time _____

**Please return this form to Lisa Hall:
AREMA, 10003 Derekwood Lane, Suite 210, Lanham, MD 20706
Phone +1.301.459.3200 Fax +1.301.459.8077
Email: lhall@arema.org**