



Pediatric Endocrinology Nursing Society
2019 National Conference

April 25-28, 2019

Hyatt Regency Long Beach • Long Beach, California

PENS 2018 Affiliate Group Events Form

Due March 22, 2019 – all forms must be received by this date to be considered and booked. Please complete one form for each function requested.

Please note: Affiliate Group Events are not allowed to be scheduled during educational sessions.

Company Name: _____

Name of Event: _____

Purpose of Event: _____

Type of Event: Meeting Hospitality Suite Other: _____

Preferred date of event: _____

Preferred Time of event (begin and 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 2017 PENS National Conference at the Hyatt Regency Bonita Springs. Hospitality Suite prices vary according to hotel availability.

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

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 March 29, 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.