



# 2018 ANNUAL MEETING

January 8-13, 2018  
Manchester Grand Hyatt  
San Diego, CA



## NAEMSP® 2018 Affiliate Group Events Form

**Due December 8, 2017** – 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.

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 NAEMSP® 2018 Annual Meeting at the Manchester Grand Hyatt. 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	\$1500

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 8, 2017 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.