

Event & Meeting Space Application Form

Please email application to Shannon.Lewis@diahome.org or fax it to +1.215+442.6199

GENERAL INFORMATION

Rental Date(s)	
Company	
Address	
Contact Person	
Phone	
Fax	
Email	

Please check the box which most appropriately meets your request.

☐ **Requesting Approval for Booking *Hotel Suite for Meeting Use***

(Suite will include a Guest Room with Attached Parlor to be used for small group meetings)

Name of Hotel _____

Identify Purpose of Hotel Suite: _____

☐ **Requesting Approval for Booking *Hotel Suite for Family Accommodations* (will not be used for meetings)**

Name of Hotel _____

☐ **Requesting Approval for Booking *Meeting Room/Function Space* in Hotel or Other Venue**

Although consideration will be given for small internal staff meetings of 15 or less, exhibitor hospitality events of 15 or more cannot be held during any DIA meeting sessions, scheduled exhibit hours, or social events. Therefore, the hours noted below are the only hours which are acceptable for hospitality functions:

Saturday, June 14All times are acceptable

Sunday, June 15All times are acceptable

Monday, June 16Before 7:30AM and after 6:30PM

Tuesday, June 17Before 8:00AM and after 5:00PM

Wednesday, June 18Before 8:00AM and after 5:00PM

Thursday, June 19Before 9:00AM and after 12:15PM

Preferred Facility (Please list name of hotel or other venue):

☐ Hotel: _____

☐ Other Venue: _____

Type of Event

☐ Breakfast ☐ Lunch ☐ Dinner ☐ Reception ☐ Internal Business Meetings ☐ Exhibit Staff Meetings ☐ Other: _____

Date of Event: _____ Sales Contact (If Hotel or Other Venue): _____

Time of Event: _____ Sales Contact Phone: _____

Approximate Guest Count: _____ Sales Contact Email: _____

Will You be Providing Transportation to the Event? _____

Additional Comments: _____

Following section to be completed by DIA

- ☐ Hotel Suite Request is approved. Please provide Travel Planners with a copy of this authorized form to book hotel suite.
- ☐ Meeting Room/Function Space in Hotel or Other Venue has been approved. Please provide sales contact with a copy of the authorized form to contract space and begin planning the details of your event.
- ☐ Hotel Suite or Meeting Room/Function Space has been declined.

Lori Risboskin, Associate Director, Event Planning and Exhibits

DIA approves all function space with the understanding that cancellation of exhibit space will result in the release of any approved space.