



Event and Meeting Space Application

Please email completed application to Americas.Exhibits@DIAGlobal.org

Exhibitor hosted events provide a forum for networking with clients and prospects in a setting that is unique to the host. This includes any function involving DIA attendees such as, but not limited to, parties, VIP suites, private breakfasts, luncheons, or receptions, or off-site events.

- This form must be completed and approved by DIA for all exhibitor sponsored special events and hospitality functions.
- No event may be held during official DIA 2020 activities. Acceptable hours are noted below.

DIA reserves the right to close any hospitality function that does not comply with the Event and Meeting Space Application process or DIA's Code of Conduct.

GENERAL INFORMATION

Rental Date(s)	
Company	
Address	
Contact Person	
Phone	
Email	

Please check the box which most appropriately meets your request.

Requesting Approval for Booking *Hotel Suite*

Name of Hotel: _____

Purpose of the Hotel Suite (*required): _____

Additional Comments: _____

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 13	All times are acceptable	Tuesday, June 16	Before 8:00AM and after 5:30PM
Sunday, June 14	All times are acceptable	Wednesday, June 17	Before 8:00AM and after 5:30PM
Monday, June 15	Before 8:00AM and after 6:30PM	Thursday, June 18	Before 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: _____

Purpose of the Event (*required): _____

Date of Event: _____ Sales Contact (at 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 onPeak 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, Annual Meeting Logistics & Exhibits

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

All rental fees, as well as any additional fees associated with the approved event, including but not limited to catering and A/V, are the responsibility of the exhibitor.