



## Event and Meeting Space Application

Please email completed application to [Americas.Exhibits@DIAGlobal.org](mailto: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 2022 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

Event 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 Space in a Hotel or a Venue for a Special Event**

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 18 ..... All times are acceptable	Tuesday, June 21 ..... Before 8:00AM and after 5:30PM
Sunday, June 19 ..... All times are acceptable	Wednesday, June 22 ..... Before 8:00AM and after 5:30PM
Monday, June 20 ..... Before 8:00AM and after 6:30PM	Thursday, June 23 ..... 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.*