

**“In Conjunction With” Event Request**

As you start planning for your time at the AAOE 2018 Annual Conference, you may find a need to hold private meetings, meals, or receptions. We welcome you to arrange these at the host hotel. Due to limited space in the hotel and scheduled Conference events, **all events held in conjunction with the AAOE Annual Conference must be approved in advance by AAOE staff.**

Complete this form to hold an event in conjunction with the AAOE 2018 Annual Conference. AAOE staff will respond to requests within one week of receipt. Once approved, the hotel will contact you to make arrangements.

If you plan on hosting your event or meeting outside of the host hotel, please note where the event is taking place in the form below.

**Deadline for event space requests is March 5.**

Upon signing this form you are agreeing to the following:

- AAOE is not responsible for any charges incurred due to this arrangement.
- Meetings held in conjunction with the AAOE Annual Conference may only be held at times that do not conflict with conference programming.
- Meeting details and specifics will be arranged directly with the host hotel.
- As a courtesy for using space in conjunction with the AAOE Annual Conference, you will allow AAOE to use your food & beverage charges toward their food & beverage minimum.

**Company Requesting Event Space**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Function Name: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Location of event: \_\_\_\_\_

Invitation Only:      Yes                      No                      Registration Fee:      Yes                      No

Function Date(s) and Times(s): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Room Set-Up: \_\_\_\_\_ AV Needs: \_\_\_\_\_

Food and Beverage Needs: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please direct questions and return forms to:**

Paige Adkins, AAOE Industry Relations Specialist | P: 317.749.0632 | E: padkins@aaoe.net