



AREMA 2019
 ANNUAL CONFERENCE & EXPOSITION
 CHICAGO • SEPTEMBER 16-19



Hospitality Suite
REGISTRATION FORM

Company Name – (Please print or type)			
Contact Name	Title		
Address			
City	State/Province	Zip Code	Country
Phone	Email		

SUITE INFORMATION		
LOCATION		
Requested Suite		
DATE & TIME		
Suite Day 1, Date	Time Open	Time Close
Suite Day 2, Date	Time Open	Time Close
Suite Day 3, Date	Time Open	Time Close
CO-HOSTS		
List all Companies who will be co-hosting the Suite with you		

PAYMENT INFORMATION		
<input type="checkbox"/> \$300 Administrative Fee	<input type="checkbox"/> Sponsor (Fee waived)	<input type="checkbox"/> Exhibitor (Fee waived)
Please Check One:		
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
<input type="checkbox"/> Payment Enclosed – Check # _____ (Payable to AREMA in US dollars and drawn on a US bank account)	<input type="checkbox"/> Discover	
Name on Card	Expiration Date	
Account Number	Date	Signature

AREMA 2018 Hospitality Suite Guidelines

Please read the guidelines below and return this signed form along with your Hospitality Suite Request Form to AREMA. These guidelines also apply to “meeting room” space used as a Hospitality Suite.

1. Your Suite will be contracted by the Hilton Chicago. If you would like to make any revisions and/or cancellations, please contact Rachel Zeidman, Senior Catering & Events Manager, at +1.312.294.6834 or Rachel.Zeidman@hilton.com. The Hilton Chicago will provide a detailed cancellation policy with your suite reservation form.
2. In special cases the Hilton may require an extra night’s revenue as a security deposit. You will be notified in advance if this is required.
3. The capacity figure listed on the floor plan for the Suite indicates the maximum attendance your suite can accommodate for reception activity on a flow basis. Should your anticipated attendance exceed the number noted, please contact the Hotel for alternative arrangements.
4. Rachel Zeidman will handle all hospitality suite food and beverage requirements. She will consult with you on the menus, pricing, and staffing, as well as supervise the service during your event.
5. The use of suites for display or presentation purposes are restricted to the following conditions; (a) that existing furniture cannot be rearranged or removed, (b) that the installation or assembly of display units is not permitted, (c) that additional power beyond the existing 115 Volt, 500 Watt service cannot be provided, and (d) that no crated materials can be delivered to or stored at the hotel. Any attempt to deliver crated shipments will be refused by the hotel.
6. When planning Musical entertainment for your special function(s), it is advisable that you confer with your hotel contact well in advance. In consideration of hotel guests, music should be concluded by 10:00 p.m.
7. The Hotel does not permit suites to be used in connection with either commercial or private enterprises sponsoring events open to the public where an admission fee is charged.
8. There is a \$300 administrative fee. **This fee is waived for Sponsors and Exhibitors.**
9. Additional terms and conditions may apply.

CONFIRMATION

By signing and filling out this form, you have agreed to the guidelines and to abide by them.

Signature	Print Name	Date
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RETURN BY AUGUST 20, 2018

Please return this form to Lindsay McNicholas
Phone +1.301.459.3200 x 705 Email: lmcnicholas@arema.org