



## NARCA 2018 SPRING CONFERENCE Affiliated Event/Meeting Request Form for Exhibitors

NARCA encourages exhibitors to host events that will enhance the experience of registered Conference Delegates. If your organization is interested in hosting a one to two-hour meeting or networking event for your current customers in conjunction with the NARCA 2018 Spring Conference, please complete and return this Affiliate Request Form. Meeting space is limited. NARCA will make every effort to accommodate as many requests as possible but cannot guarantee complimentary meeting space to any affiliated group. Available meeting space will be assigned in the following order: Client Events, NARCA Conference Sponsor Events and Conference Exhibitor Events. If you are interested in holding a longer meeting, additional space may be purchased if rooms are available.

- All events held in conjunction with the NARCA 2018 Spring Conference must be approved.
- NARCA does not approve of any private events held in non-public environments and the hotel will monitor all events.
- Affiliated Events cannot conflict with the NARCA 2018 Spring Conference sessions and events.
- All organizers and participants in Affiliated Events must be registered for the Conference – **badges will be required.**
- All costs related to the event are the responsibility of the hosting company or organization.
- Affiliated organizations are responsible for invitations to event.

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Number of Anticipated Attendees:** \_\_\_\_\_

**Organization Requesting Event:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Event Type:** (i.e. meeting, lunch, reception, etc.): \_\_\_\_\_

**Room Set-Up Request:**

Theater    Reception    Classroom    Conference – Hollow square or conference table set for \_\_\_\_\_

**Will Audio Visual/Computer Equipment be needed:**       Yes       No

**Will Food and/or Beverages be needed:**       Yes       No

Food and Beverage must be purchased through the hotel.

**Primary Planning Contact:**

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

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

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

Meeting space is limited. NARCA will review your request and notify you of approval. Once approved, you will be assigned meeting space for up to two hours – pending availability – at no charge. Meeting space is available from 12:00PM to 5:30PM on Wednesday, May 16 and from 8:00AM – 5:00PM and 6:30PM – 10PM on Thursday, May 17. If you have indicated that you will need AV and/or Food and Beverage please contact Kelly Monti [conferences@narca.org](mailto:conferences@narca.org) so she can connect you with the designated hotel representative who can handle your orders. All AV and F&B will be billed to you directly.

**Please return this form to [conferences@narca.org](mailto:conferences@narca.org) or fax to 240-559-0959**

**as soon as possible but prior to April 2, 2018.**

For questions, please contact NARCA’s Director of Meetings and Events, Lisa Linke at 202-861-0706 or [conferences@narca.org](mailto:conferences@narca.org).