FOR OFFICE USE ONLY	
RECEIVED:	ASSGNED SPACE:

National Asian Pacific American Bar Association

2019 NAPABA CONVENTION EVENT REQUEST FORM

DEADLINE: Sept. 13 at 5 p.m. EDT

Interested in reaching NAPABA attendees gathered in Austin for the NAPABA Convention? Take advantage of this critical mass and host an event to promote your affiliate, law firm, company, legal organization, or law school.

EVENT DETAILS – Submit one form per event.

Name of Primary Contact:	
Telephone:	
Email Address:	
Name of Hosting Organization:	
Name of Event:	
Estimated Attendance (be as accurate as possible):	

TYPE OF EVENT

Business meetings may only be held on **Friday, Nov. 8 between 3 – 5 pm** OR **Saturday, Nov. 9 between 2 – 4 pm**.
Receptions may only be held on **Thursday, Nov. 7 from 5 – 6 pm** OR **Friday, Nov. 8 from 5 – 6 pm.**

☐ Business Meeting ($250/ hour)

- ☐ Friday, Nov. 8, 3 – 4 pm
- ☐ Friday, Nov. 8, 4 – 5 pm
- ☐ Saturday, Nov. 9, 2 – 3 pm
- ☐ Saturday, Nov. 9, 3 – 4 pm

☐ Reception ($750/hour)

- ☐ Thursday, Nov. 7, 5 – 6 pm
- ☐ Friday, Nov. 8, 5 – 6 pm

FOOD AND BEVERAGE: (select all that apply)

Please note that your organization is responsible for all food and beverage costs. Once your event is confirmed, you will be put in touch with a catering manager. Groups may offer hosted (host pays) or cash (attendee pays) bars for non-alcoholic drinks without limitation. Alcoholic drinks may be offered at events only after 5 pm. If alcoholic drinks will be served, groups may offer only hosted bars and all alcoholic drinks must be ticketed, with groups providing no more than one drink ticket per hour to attendees. Open bars providing alcoholic drinks are not permitted.

☐ No Food ☐ Snack ☐ Reception ☐ Other _____

ROOM SET-UP AND EQUIPMENT

Please note that your organization is responsible for all audio visual and equipment charges. You may work directly with the event manager to confirm the room set-up.

☐ Conference Style ☐ Theater Style ☐ Reception Style ☐ Other _____

List any audio/visual requests (additional fees will apply):

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TERMS AND CONDITIONS

- NAPABA reserves the right to relocate space assignment up until **October 18, 2019**. Do not publish the location of your event until after this date.
- A/V and food and beverage costs are not included in the cost of room rental. Once space is reserved you will receive additional information on how to order A/V and food and beverage directly from the JW Marriott Austin.
- Read the full policy online.

By signing below, I agree to NAPABA's Terms and Conditions.

_____ _____ _____

Printed Name **Signature** **Date**

Please email this form to Meetings Coordinator Pang Moua at pmoua@napaba.org.