

NAHC 28th Annual Meeting & Exhibition
October 10-14, 2009 – Los Angeles, CA
In-conjunction with Meeting Request



NAHC desires to maintain the focus and integrity of our meeting and therefore must be kept apprised of and approve all affiliated events being held in conjunction with the NAHC 28th Annual Meeting & Exhibition.

Please find the Affiliate Event Form attached. Please complete and return the form to our office and we can begin the process of locating and assigning space for your presentations. NAHC manages all function space at the official convention hotels and convention center preceding and during the meeting. Companies requesting hotel function space must be registered to attend the Annual Meeting. Please know that NAHC policy outlines that affiliated events cannot run concurrently with NAHC programming. Approved times: In order to meet approval and avoid competing with NAHC events, the Affiliated Event requested must fall within approved days/times listed below:

<u>Sat., Oct 10</u>	<u>Sun., Oct. 11</u>	<u>Mon., Oct. 12</u>	<u>Tues., Oct. 13</u>	<u>Wed., Oct. 14</u>
6 am – 9 pm	6 am – noon 7:30 pm +	6 – 8 am 6:00 pm +	6 – 8 am 9:00 pm+	6 – 8:30 am 2:00 pm +

Your request will be reviewed, and if approved, a letter confirming release of function space will be sent to you and the venue. A venue representative will then contact you regarding your specific arrangements including food and beverage rates and function space rental, if applicable.

All expenses associated with affiliated events will be the responsibility of function host. NAHC is not responsible nor can negotiate on your behalf, for any hotel fees associated with room rental, food/beverage minimums, etc.; therefore, it is strongly advised that you contact preferred hotel(s) BEFORE submitting an application, so you are aware of other charges associated with your event, at your preferred hotel. Last day to submit is September 6, 2009.

We look forward to seeing you in Los Angeles!

NAHC Affiliate Event Meeting Space Request Form

Company: _____

Contact (name, email, phone): _____

Event Name: _____

Intended Audience (staff, customers, meeting attendees): _____

Anticipated Attendance: _____

Day/Date: _____ Start Time: _____ End Time: _____

Room Set: _____
(Conference, U-Shape, Theater, Classroom, Rounds, Reception, Buffet)

Audio/Visual Requirements: _____

Food & Beverage Requirements: _____

Preferred Location: _____

(Convention Center, The Westin Bonaventure Hotel & Suites - Headquarters Hotel, Sheraton Los Angeles, Wilshire Grand, Holiday Inn, which are hotel's in NAHC Housing Block)

Please return the completed NAHC Affiliate Event Meeting Space Request Form to:
NAHC Headquarters Attn: Sandy J. Antor, Director of Conventions & Meetings
Phone: 202.547.7424 - Fax: 202.547.3540 Email: sja@nahc.org