

AMCP's 21st Annual Meeting & Showcase
April 15-18, 2009
Orlando, FL

MEETING SPACE REQUEST FORM

Please submit this form for consideration. You will receive approval/denial notification via e-mail. **Upon approval, you may make function arrangements directly with the facility of your choice.** An application fee of \$1,000 will be charged for **ALL** requests submitted, regardless of whether they are approved. **In order for requests to be processed, Method of Payment section below must be completed.** Companies agree not to schedule or conduct an outside activity including, but not limited to, receptions, seminars, symposia, advisory boards, and hospitality suites that are in conflict with the official program of AMCP's 21st Annual Meeting & Showcase.

Company:				
Contact:				
Mailing Address:				
City:	State:		Zip:	
Email: <i>*required</i>				
Phone:	Fax:			
Type of Function: <i>*required</i>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Meeting <input type="checkbox"/> Symposium <input type="checkbox"/> Advisory Board <input type="checkbox"/> Internal Company Meeting <input type="checkbox"/> Other: _____ (please specify)			
Are you inviting AMCP members or AMCP attendees to your function?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Anticipated Audience:	Are you offering an honorarium?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Function: <i>*required</i>				
Location for function: <i>*required</i>	<input type="checkbox"/> Gaylord Palms Hotel & Convention Center <input type="checkbox"/> Radisson Orlando-Celebration <input type="checkbox"/> Marriott Orlando World Center <u>Please note:</u> There is a limited amount of meeting space available at the Gaylord Palms Hotel & Convention Center. AMCP has released as much space possible back to the hotel for ancillary events by third parties. However, should you select Gaylord as your facility and would like to use meeting space already being utilized for AMCP programming, AMCP will consider these requests on a case-by case basis, pending availability. Should AMCP approve your request for these meeting rooms, there will be an additional charge of \$4,000 due to the significant expenses associated with modifying AMCP's existing room sets.			

The following are the designated dates and times during which a company may conduct activities. Please circle the date(s) and indicate the exact time you would like your function to take place.

Tuesday, April 14	Wednesday, April 15	Thursday, April 16	Friday, April 17	Saturday, April 18
• All Day available	• Before 1:00 pm • After 6:30 pm (Following the Opening Night Reception)	• After 6:30 pm (Following the Annual Showcase Reception)	• After 5:00 pm	• All Day available
Time of function:	Time of function:	Time of function:	Time of function:	Time of function:

Please complete this form and return to:

Kristen Friend, Meetings Coordinator, AMCP, 100 North Pitt Street, Suite 400, Alexandria, VA 22314
 phone: 703-683-8416 fax: 703-683-8417 email: kfriend@amcp.org

Method of Payment		
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Card Number	Expiration Date (month/year)	
Cardholder Printed Name <small>(as it appears on your card)</small>	Cardholder Signature	

AMCP's approval of a meeting/event neither constitutes endorsement of that meeting/event nor warrants the effectiveness or quality of that meeting/event. AMCP reserves the right to refuse a meeting/event from any source or to reject any proposed meeting/event that directly competes with the Academy or is not in keeping with Academy standards.

Approved: _____ Approved: _____
 Date: _____ Date: _____
 Initials: _____ Initials: _____

For AMCP use: