

AMCP's 22nd Annual Meeting & Showcase
April 7-10, 2010
San Diego, CA

DOOR DROP REQUEST FORM

Companies that have a booth at AMCP's meeting, are sponsoring an AMCP-sanctioned Satellite Symposium, or sponsoring an event in conjunction with the meeting are eligible to conduct a door drop. To do so, your company must forward a sample of the material to AMCP for approval. If approved, AMCP will provide an authorization memo including the specific hotel contact information for making door drop arrangements. **The Method of Payment section below must be completed in order for the application to be considered. Once approval has been granted, you will be charged a fee of \$1,000.** This fee is separate from any of the hotel charges. AMCP-contracted hotels will require a copy of the approval memo from AMCP in order to process arrangements for the door drop. Pricing for the distribution is determined by the individual hotel property and those billing arrangements will be made directly between the company and the hotel.

Contact Information

Company:				
Contact:				
Mailing Address:				
City:		State:		Zip:
Email: *required				
Phone:		Fax:		

Please complete this form along with a sample of the material to:

Shana Brand, Meetings Coordinator

AMCP Meetings Department

100 North Pitt Street, Suite 400, Alexandria, VA 22314

phone: 703-683-8416 fax: 703-683-8417

email: sbrand@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	

For AMCP use:
 Approved: _____
 Date: _____
 Initials: _____