



# EVENT & MEETING SPACE APPLICATION

# DIA 2016

JUNE 26-30

PHILADELPHIA, PA

## A GATHERING OF GLOBAL PERSPECTIVES

Please email completed application to [Jessica.Culp@DIAglobal.org](mailto:Jessica.Culp@DIAglobal.org).

### GENERAL INFORMATION

Rental Date(s)	
Company	
Address	
Contact Person	
Phone	
Fax	
Email	

Please check the box which most appropriately meets your request.

**Requesting Approval for Booking *Hotel Suite for Meeting Use***

(Suite will include a Guest Room with Attached Parlor to be used for small group meetings)

Name of Hotel \_\_\_\_\_

Identify Purpose of Hotel Suite: \_\_\_\_\_

**Requesting Approval for Booking *Hotel Suite for Family Accommodations* (will not be used for meetings)**

Name of Hotel \_\_\_\_\_

**Requesting Approval for Booking *Meeting Room/Function Space* in Hotel or Other Venue**

Although consideration will be given for small internal staff meetings of 15 or less, exhibitor hospitality events of 15 or more cannot be held during any DIA meeting sessions, scheduled exhibit hours, or social events. Therefore, the hours noted below are the only hours which are acceptable for hospitality functions:

- Saturday, June 25 ..... All times are acceptable
- Sunday, June 26 ..... All times are acceptable
- Monday, June 27 ..... Before 8:00AM and after 6:00PM
- Tuesday, June 28 ..... Before 8:00AM and after 5:00PM
- Wednesday, June 29 ..... Before 8:00AM and after 5:00PM
- Thursday, June 30 ..... Before 9:00AM and after 12:15PM

Preferred Facility (Please list name of hotel or other venue):

Hotel: \_\_\_\_\_  Other Venue: \_\_\_\_\_

**Type of Event**

Breakfast  Lunch  Dinner  Reception  Internal Business Meetings  Exhibit Staff Meetings  Other: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Sales Contact (If Hotel or Other Venue): \_\_\_\_\_

Time of Event: \_\_\_\_\_ Sales Contact Phone: \_\_\_\_\_

Approximate Guest Count: \_\_\_\_\_ Sales Contact Email: \_\_\_\_\_

Will You be Providing Transportation to the Event? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Following section to be completed by DIA**

- Hotel Suite Request is approved. Please provide onPeak with a copy of this authorized form to book hotel suite.
- Meeting Room/Function Space in Hotel or Other Venue has been approved. Please provide sales contact with a copy of the authorized form to contract space and begin planning the details of your event.
- Hotel Suite or Meeting Room/Function Space has been declined.

\_\_\_\_\_  
Lori Risboskin, Associate Director, Event Planning and Exhibits

DIA approves all function space with the understanding that cancellation of exhibit space will result in the release of any approved space.