

Affiliate Group Events

Please complete one form for each function requested.

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Type of Event: Meeting Hospitality Suite Other

Preferred Date of Event: _____ Preferred Time of Event: _____
Begin & End

Number of Attendees: _____

Type of Setup: Classroom Rounds Theater
 Conference Hollow Square U-Shape

Purpose of Function: _____

Function Fee Schedule

The following fees apply to affiliate group meetings held in conjunction with the ASPMN 2009 Annual Meeting, at the Hyatt Regency Minneapolis in Minneapolis, MN. Hospitality Suite prices vary according to hotel availability.

Size of Room Cost

Less than 750 square feet \$250

1,500 - 2,500 square feet \$500

750 - 1,500 square feet \$350

2,500 square feet or more \$750

Non-Exhibiting Company \$1,550

Fee Enclosed: \$ _____ (Confirm availability/fees with Meeting Manager before sending payment.)

Please fax this form to the ASPMN Meeting Manager at 913/895-4652. You will be contacted to confirm meeting space or hospitality suite availability and confirm the fees required. Please submit the appropriate fees with this reservation form by fax or mail. Space will be assigned on a first paid – first served basis. Meeting space and hospitality suites will not be confirmed until payment is received. If function is cancelled, fees are non-refundable. Contact: Joyce Miller at jmiller@goamp.com