2020 IPC New Space Application

International Petrochemical Conference
PRIORITY SUBMISSION DEADLINE: September 20, 2019

Instructions

1. Complete all sections of this request form. This information will be used to confirm space assignments.
2. For each piece of meeting space (e.g., meeting room/ballroom section, suite, sleeping room turned to meeting room, section of divided meeting space, etc.) you must register 5 individuals for the conference, and reserve a sleeping room for them in the AFPM block. These registrations and one night of the hotel stay are non-refundable. **Indicate how many spaces you need in Section 3.**
3. In Section 5, please indicate your top 3 preferred meeting space preferences. Assignments are made based on a priority point system with members and those who have previously held space receiving priority and we will do our best to accommodate those preferences. All other applications are assigned on a first requested/first accommodated basis.
4. Please indicate any special needs your meeting space may need in Section 5.
5. Print out this form and either scan it or fax it when completed to 202-835-0467, **Attn: IPC Suites. Deadline is September 20, 2019.**
6. Sign on Assignment Form under "Agreement by Affiliate" (Section 8.) *The application will not be processed unless it is signed and dated by the authorized company representative and all registrations/hotel reservations are completed.*

1. Contact Information

Contact Name _____

Company Name _____

Street Address _____
(include full street shipping address)

City_____State_____Zip_____

Phone _____ Fax _____

Email _____

AFPM Member Company? Y N

If yes, name of company_____

If unsure, click here for a list of AFPM members.

2. What type of space are you requesting?
□ Suite □ Meeting Room □ Either

3. How many pieces of meeting spaces do you require? _____

If you require more than 5 pieces of meeting space, please attach room requirements needed for each piece (i.e. # of individuals, # of maximum attendees in the room at any given time, arrival/departure dates and times if different for each space).

We will base initial assignments on how many pieces of space you have held in the past. Any additional rooms requested will be assigned after initial space assignments have been made.

4. Indicate your hotel preferences in ranking order:

____ Marriott New Orleans

____ Sheraton New Orleans

____ JW Marriott New Orleans

5. Indicate your top three (3) meeting space preferences:
(Requests cannot be guaranteed)

1st _____
2nd _____
3rd _____

6. This space will be used for:
□ Company Meetings □ **Open** Hospitality
□ Sleeping Accommodations Only
□ Company Meetings and Sleeping Accommodations

Requested move-in/arrival date: _____ Time: _____

Requested move-out/departure date: _____ Time: _____

How many people do you anticipate in the room at one time? _____

If requesting a suite, do you need a connecting sleeping room?
□ Yes □ No

Indicate any special room requirements needed (i.e. near elevator, access to outdoor space, etc.)

_____

7. Registrant Names used to secure assignment:

1. _____

2. _____

3. _____

4. _____

5. _____

(For Additional Requests, please complete another form)

8. Agreement
We hereby agree to:
1. Abide by all the AFPM Policies on registration and entertainment. And have read the space cancellation policy on the Affiliate Instructions.
2. We agree to remit the full registration fee to AFPM for all attendees who will be conducting business in our assigned suite/meeting space.

Authorized Signature

_____ Date_____

(Application cannot be processed without signature)

For AFPM use only:

Date Received _____ Date Logged _____ By _____

PC / INT / REF / AS / NM _____

Points _____

Space Offered:

_____