



NAILBA, 11325 Random Hills Road, Suite 110
Fairfax, VA 22030

Affiliate Meeting Space/Sleeping Rooms/Suite Request Form

Westin Diplomat Resort and Spa
Hollywood (Fort Lauderdale), FL – November 12-14, 2009

Complete and return form to: Michele Liston at mliston@nailba.org or fax 703-383-6942.

Contact Name: _____ **Title:** _____
Company _____
Direct Telephone Number: _____ **Fax:** _____
E-MAIL ADDRESS: _____
Main Address _____
City: _____ **State:** _____ **Zip:** _____

Once the request form has been submitted to NAILBA, notification of approval will be sent via email, with a copy to the hotel. This email will provide all of the information you need to begin to plan your meeting or event.

- Companies MUST be an exhibitor or sponsor of NAILBA 28 in order to qualify for meeting space, rooms, or suites.
- Event Space is provided at no charge (in most cases) to NAILBA Affiliated companies.
- NO SPACE REQUESTS WILL BE APPROVED THAT CONFLICT WITH NAILBA PROGRAM HOURS.
- ALL events MUST take place at the Westin - ABSOLUTELY NO OFF-SITE EVENTS ARE ALLOWED THURSDAY, FRIDAY or SATURDAY.
- Once space is released by NAILBA, all arrangements are made directly between the company and the hotel, and ALL charges are the responsibility of the company.

Meeting Space Request:

Date(s)	Time(s)	Anticipated number of attendees	Room Set	Name/Description of Event

Sleeping Room Request:

For Sleeping Room requests of 9 rooms or LESS, reservations must to be made individually directly with the hotel. For requests of 10 rooms OR MORE, a separate group housing contract will be required between the company and the hotel. Rooms MUST BE PREPAID by the company.

My company would like to contract for a room block of _____ (10 or more) rooms for NAILBA 28.

Suite Request:

Date(s)	Sleeping room only or Suite for hospitality?	Anticipated number of attendees (if for hospitality)		Name/Description of Event