

MEETING ROOM & SUITE REQUEST FORM



DEADLINE: NOVEMBER 7, 2016

There are a limited number of suites and meeting rooms at the Manchester Grand Hyatt in San Diego. All meeting rooms and suites will be assigned according to the Conferences and Member Services Council [priority point system](#) policy based on the following criteria:

- AFFI membership classification;
- AFFI-CON advertising, exhibiting & sponsorship;
- Donations to the Frozen Food Foundation;
- Years of membership;
- Number of AFFI-CON attendees at the time of assignment.

ASSIGNMENTS

Meeting rooms and suites will be assigned and confirmed via email in mid-December 2016 by AFFI. If you are not assigned a meeting room or suite, you will be notified by email. Please note that the occupant of the suite or meeting room must be registered for AFFI-CON at the time of assignment.

MEETING ROOMS

EXCLUSIVE: \$650 per day

Close to the elevators/escalators and views of the harbor

STANDARD: \$500 per day

SUITE ONLY

COMMENTS/MEETING DATES

SUITES

Please rank in order of preference, starting with 1 as your top preference and ending with 5. Suites will be assigned according to Conferences and Member Services Council priority point system policy. **You must rank each choice. Forms with incomplete rankings will not be assigned.** For more information about the suite type and floor plans, please visit the convention website at <http://afficon.affi.org/> and click on Business Meetings. All room rates are before taxes.

RANKING

SLEEPING ROOM INCLUDED WITH EACH OPTION BELOW

___ CORNER KING - \$375++ per night (27 TOTAL)

*Furniture removal is available. Fees apply.

___ CONF. SUITE - \$520++ per night (40 TOTAL)

___ GRAND CLUB SUITE - \$620++ per night (11 TOTAL)

___ HOSPITALITY SUITE - \$720++ per night (3 TOTAL)

___ DELUXE HOSP. SUITE - \$800++ per night (2 TOTAL)

___ PRESIDENTIAL SUITE - \$850++ per night (3 TOTAL)

___ PENTHOUSE SUITE - \$900++ per night (3 TOTAL)

PREFERRED DATES

When assigning suites, we will do our best to accommodate your preferred check-in and check-out dates. If you want to start meetings ore require set-up before 4 p.m. we recommend checking in the day before.

CHECK-IN DATE: _____

CHECK-OUT DATE: _____

SUITE INFORMATION

Check-in time is 4 p.m. and check-out time is noon. Any specific requests for furniture removal may result in a later check-in.

PAYMENTS:

MEETING ROOM PAYMENT

Payment is due upon receipt of invoice and paid directly to AFFI. Checks and credit cards accepted.

HOTEL SUITE PAYMENT

A credit card is required to reserve your hotel suite. The credit card provided for your suite will be charged for the entire stay of the reservation as of February 3, 2017 and is non-refundable. Any changes to the suite reservation must be received before February 3, after this date no changes will be accepted. Name changes on the suite must be made through AFFI and can be done through February 17.

CONTACT INFORMATION

NAME OF CONTACT: _____

**must be registered for AFFI-CON*

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP/COUNTRY: _____

PHONE: _____

EMAIL: _____

PAYMENT INFORMATION

A credit card is REQUIRED FOR ALL SUITES. Information provided below will be charged the whole amount by February 3, 2017. Upon checking in at the hotel you will be asked to show your credit card.

VISA

MASTERCARD

AMERICAN EXPRESS

NAME AS IT APPEARS ON CARD: _____

EXPIRATION DATE: _____

SECURITY CODE: _____

ACCOUNT NUMBER: _____

BILLING ADDRESS: _____

BILLING ADDRESS 2: _____

SIGNATURE: _____

At AFFI-CON 2017 we are implementing additional security for all events in hotel areas to eliminate non-registered attendees. Individuals without badges will not have access to any AFFI-CON events, sessions, meeting room areas, etc. We strongly encourage individuals and companies to **NOT** take meetings with non-registered attendees.

AFFI reserves the right to invoice companies or individuals who are not registered and conduct meetings within the Manchester Grand Hyatt or any of the attached restaurant outlets.

QUESTIONS?

Visit the AFFI-CON site at afficon.affi.org or contact Brynn Horne, Vice President of Member Services at bhorne@affi.com or by phone at 703-821-0770

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ALL COMPLETED FORMS MUST BE EMAILED TO affi@affi.com