



Affiliate Group Events Form

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

Name of Event: _____

Purpose of Function: _____

Function Fee Schedule

The following fees apply to affiliate group meetings held in conjunction with the PENS 2012 Annual Conference at the Hilton in the Walt Disney World Resort® in Lake Buena Vista, FL. Hospitality Suite prices vary according to hotel availability. Prices below do not include hospitality suite rentals, food and beverage and audio/visual equipment. You will receive ordering instructions upon confirmation.

Exhibiting Company Meeting Room Cost

Less than 750 square feet \$250	750 - 1,500 square feet \$350
1,500 - 2,500 square feet \$500	2,500 square feet or more \$750

Non-Exhibiting Company

Any size room plus cost of hospitality suite rental if applicable \$1,500

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

Please email this form to the PENS Meeting Planner at megan.finnell@goamp.com. You will be contacted to confirm meeting space or hospitality suite availability and confirm the fees required. Please submit the appropriate fees after confirmation 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.