



Affiliate Meeting Space/Sleeping Rooms/Suite Request Form

Gaylord Texan Resort and Convention Center
Grapevine (Dallas), TX
November 18-20, 2010

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

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 this 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 29 in order to qualify for meeting space, rooms, or suites.
- Event Space is provided at no charge (in most cases) to NAILBA Affiliated companies.
- 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.

Please initial the following to indicate your understanding of NAILBA's Affiliate Event guidelines:

- _____ NO SPACE REQUESTS WILL BE APPROVED THAT CONFLICT WITH NAILBA PROGRAM HOURS
- _____ Absolutely NO meetings of any kind may be held in conflict with NAILBA General Sessions (Thursday 10:00-11:30am; Friday 9:00-10:00am; and Saturday 8:30-10:00am)
- _____ ALL events MUST take place at the Gaylord Texan
- _____ ALL events must be open to ALL meeting attendees, regardless of category.
- _____ ABSOLUTELY NO OFF-SITE EVENTS may be held THURSDAY, FRIDAY or SATURDAY
- _____ Offsite events MAY be held on Wednesday, but departures from the hotel cannot begin prior to 7:00pm

Meeting/Event 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.

YES/NO My company would like to contract for a room block of _____ (10 or more) rooms for NAILBA 29.

Suite Request:

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