



## Application for Reception Room

Please see the attached floor diagrams for room locations and reception capacities. Rooms are available for company receptions on Thursday, June 9, and Friday, June 10. FAIA will make every effort to assign you the room you request; however, because more than one request for the same room at the same time may occur, please indicate a first and second choice. In applying for a reception room, the firm agrees the reception will **not** take place while official Convention functions are in progress. **The firm also agrees to register at least one person for the Convention.** FAIA recommends your event be listed on the FAIA Hospitality Board and placed in the Convention Program. You may list your event *by invitation only*.

We request the following reception room:

*1st choice:* \_\_\_\_\_ *2nd choice:* \_\_\_\_\_

For the following day and time:

*Day:* \_\_\_\_\_ *Time:* \_\_\_\_\_

*Company:* \_\_\_\_\_

*The person in charge of this reception is:*

*Name:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Mailing Address:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

***FAIA recommends you list your event on the Hospitality Board located near the FAIA Registration Desk. Please indicate if your event will be Open House or By Invitation Only.***

- |   |   |
|---|---|
| <input type="checkbox"/> Open House             | <input type="checkbox"/> By Invitation Only           |
| <input type="checkbox"/> Yes, list on the board | <input type="checkbox"/> No, do not list on the board |

If yes, company name should be listed as: \_\_\_\_\_

MEETING ROOMS MAY NO LONGER BE AVAILABLE FOR ASSIGNMENT AFTER MAY 13.

*For more information on reception rooms, please contact Cindy Molnar at FAIA.  
Telephone: 850-893-4155, ext. 352 ♦ Fax: 850-668-2852 ♦ Email: cmolnar@faia.com.*