



2010 Annual Conference Supplier Meeting Request

As you start planning for your time at the 2010 VRMA Annual Conference, you may find a need to hold private meetings. We welcome you to arrange these at the Marriott Rivercenter hotel on the San Antonio River Walk.

Due to limited space in the hotel and scheduled conference events, **all meetings held in conjunction with the VRMA Annual Conference must be approved in advance by VRMA.**

Complete the following form to hold an event in conjunction with the 2010 VRMA Annual Conference. Once approved by VRMA, the Marriott will contact you to make arrangements. VRMA staff will respond to requests within one week of receipt.

Deadline for meeting requests is September 1, 2010.

Upon signing this form you are agreeing to the following:

- VRMA is not responsible for any charges incurred due to this arrangement.
- Meetings held in conjunction with the VRMA Annual Conference may only be held at times that do not conflict with conference programming.
- Meeting details and specifics will be arranged directly with the Marriott Rivercenter Hotel.
- As a courtesy for using space in conjunction with the VRMA Conference, you will allow VRMA to use your Food & Beverage charges toward their Food & Beverage minimums.

Supplier Member Requesting Meeting Space

Organization: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Function Name: _____ Invitation Only: Yes No

Function Date(s) and Times(s): _____ Expected Attendance: _____

Room Set-Up: _____

AV Needs: _____

Food and Beverage Needs: _____

Signature: _____ Date: _____

Please direct questions and return forms to:
Amanda S. Bureau, VRMA Meetings & Education Consultant
P: 317.454.8315 | F: 317.454.8316 | abureau@vrma.com