



**69TH ANNUAL AAEP CONVENTION**

**Affiliate Meeting Space and Suite Request Form**

Please use this form to request meeting space for social events during the AAEP convention. Once approved, it will be forwarded to the Catering Manager at the requested hotel. You will be contacted by the hotel upon receipt of the approved form. All arrangements are made directly between the company and the hotel. **Space will be available beginning July 1, 2023.** A company must be a confirmed exhibitor in San Antonio to qualify for meeting space or suites.

Company:		On-site Contact:
Group Contact:		On-site Contact Cell number:
Phone:	Fax:	On-site Contact Email:
Email:		Name of Function:

**Hotel Preference:** Requests will be honored on a first-come, space available basis.

Marriott Marquis \_\_\_\_\_ Hilton Bay Front \_\_\_\_\_ Hard Rock Café \_\_\_\_\_  
 Hyatt Manchester Grand \_\_\_\_\_ Omni \_\_\_\_\_ Hilton Gaslamp \_\_\_\_\_

**Meeting Space:**

Dates	Times	Number of Guest	Type of Function/Description

**Suite Request:**

Arrival	Departure	Suite Type	Adjoining Room?

**Guidelines for Affiliate Meeting Space:**

- Affiliates are not allowed to hold any type of event that conflicts with AAEP events
- Decorations/materials are not allowed to be placed anywhere inside the hotel
- Public spaces including hotel lobby, hallways, elevators are not available for company branding

**Disclaimer:** By submitting this form, you understand that this meeting/request may not be approved should it conflict with an AAEP function. There is no guarantee for meeting space availability and space is at the discretion of the hotel to assign. All expenses associated with this event are the sole responsibility of the company listed above.

**Complete and return form to Debbie Miles, Trade Show Coordinator, at [dmiles@aaep.org](mailto:dmiles@aaep.org) or via fax (859) 233-1968. If you have any questions, please contact Debbie Miles at (859) 705-0423.**

Approved By:	Space Assigned:
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