

NAPSLO Annual Convention Member Private Functions

On-Site Function Meeting Space

Meeting space reservation forms are available to firms that have registered for the 2017 NAPSLO Annual Convention. Annual Convention Registration will commence June 1st. NAPSLO has control of all meeting space and outlet (restaurants & bars) usage at both Convention hotels.

Listed below is the sliding scale for allocating meeting space based upon the number of attendees that are registered per firm. Space allocations apply only to space allocated for day meetings. There is no minimum attendee registration for receptions. NAPSLO reserves the right to place your meeting rooms at Hyatt or Marriott based on availability. NAPSLO may not be able to fulfill all requests for meeting space.

Attendees Registered/Maximum Square Footage of Meeting Space and Sliding Scale

10-20 attendees	approximately 500 square feet, or 4 rounds of 8
21-30 attendees	approximately 1,000 square feet, or 8 rounds of 8
31-40 attendees	approximately 1,500 square feet, or 12 rounds of 8
41-50 attendees	approximately 2,000 square feet or 16 rounds of 8

Policies and Procedures

On-site functions are allowed as long as they are conducted according to the policies listed below. NAPSLO must be informed of all on-site functions. NAPSLO has control of all meeting space at the hotels. If your function is on-site at one of the Convention hotels, an on-site Function Listing Form will be emailed to you along with your meeting space confirmation note. Meeting space cannot be requested on any function listing form.

1. Meeting space is available to registered members only. NAPSLO must have your firm's completed registration material prior to releasing meeting space for your private function. The cost of the meeting room is based on your set-up needs and food & beverage order. The hotel will quote the charge for the meeting room and set-up. Meeting space cannot be held on a 24 hour basis.
2. Due to the limited meeting space available, firms must register at least 10 delegates to have exclusive use of a meeting room during the day. There is no minimum registration requirement for evening functions. Meeting rooms are limited. Please see the sliding scale for allocation of meeting space based on the number of delegates registered from your firm.
3. Meeting space will be located in a secure area. It will be necessary for all employees, planners and guests to be registered for the convention in order to gain access to your private meeting room prior to 5:30 p.m. No exceptions will be made.
4. Day meeting space is available from 7:30 a.m. - 4:00 p.m. on Monday, Tuesday, and Wednesday. Day meetings must be held on-site at one of the convention hotels. Meetings held on boats in the Marinas are not considered on-site functions.

5. Evening meeting space is available after 7:30 p.m. on Monday and after 5:30 p.m. or Tuesday for receptions and dinners.
6. Only on-site functions are allowed Monday prior to 5:30 p.m. and Tuesday prior to 7:30 p.m.
7. No functions or transportation to functions may conflict with the Opening Reception on Monday, September 11 from 5:30 - 7:30 p.m.
8. All receptions that require more than an hour set-up time for décor and entertainment and require space for more than 100 persons will be placed at the Marriott. The Marriott will have adequate ballroom space and additional set-up time for receptions. NAPSLO will be utilizing all the ballroom space at the Hyatt.
9. Signage is limited to directly outside meeting rooms only.

Off-Site Group Functions

Off-site group functions are allowed as long as they are conducted according to the policies listed below. Functions are defined as meetings, outings, luncheons, receptions and dinners.

1. NAPSLO must be informed of all off-site functions and motor coach activity at the hotels.
2. Only on-site functions will be allowed Monday prior to 5:30 p.m. and Tuesday prior to 7:30 p.m. Off-site functions will be permitted after 7:30 p.m. both evenings. Meetings held on boats in the Marinas are not considered on-site functions and are not permitted Monday prior to 5:30 p.m. or Tuesday prior to 7:30 p.m.
3. No functions or transportation to functions may conflict with the Opening Reception on Monday, September 11 from 5:30-7:30 p.m. Please schedule transportation to off-site events on Monday to begin no earlier than 7:30 p.m.