



**SCHOOL
NUTRITION
ASSOCIATION**

Making the right food choices, together.

ANC MEETING ROOM REQUEST DEADLINE: FRIDAY, APRIL 10, 2009

Should your company require a meeting room at a hotel within our block during School Nutrition Association's (SNA) Annual National Conference (ANC), please complete this form. Room assignments will be made on a first-come, first serve basis, are subject to availability, and you should be notified by May 8. At that time, you will be given specific instructions on how to follow-up and finalize meeting details with appropriate personnel.

Contact Name: _____

On-Site Contact Name: _____

Company Name: _____

Contact Signature: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone: _____ Fax: _____

RULES & GUIDELINES

By filling out this form, you agree to the rules and guidelines following:

1. Auxiliary functions **MAY NOT** be scheduled during any official SNA functions.
2. Upon approval of your meeting room request, SNA will contact the hotel or convention center to give permission for space to be released for this meeting. You may then contact the hotel or convention center directly to make the necessary arrangements, including meeting room setup and food & beverage requests. **Do not call or fax any information to SNA.**
3. **Upon taking possession of said meeting room your company will be responsible for all meeting room requirements including but not limited to: room rental, reset fees, food & beverage, audio visual, and all related meeting expenses. SNA is not responsible for any costs incurred and does not guarantee any pricing.**

Meeting Specifications: All blanks **must** be completed to be considered for space. Please complete one form per event.

Location Requested*(please check one): Mandalay Bay Resort and Casino

The Luxor Hotel

THEHotel

**There is no specific headquarter hotel at ANC 2009.*

Name & Purpose of Meeting: _____

Date: _____ Start Time: _____ End Time: _____ # of People: _____

of Days Requested: _____ Days Requested: _____ # of Rooms Requested: _____

Room Set (please check one): Conference Theater U-Shape Hollow Square

Classroom Banquet/Rounds Hospitality Suite

Other (please specify): _____

The official conference dates for ANC 2009 will be Monday – Thursday, instead of Sunday – Wednesday. The opening general session will be, Monday, June 29 and closing general session will be Thursday, July 2, 2009.

Please return this form to **Nicole Haliburton, Meetings Manager**
Mail: SNA, 700 South Washington Street, Suite 300, Alexandria, VA 22314
Fax: 703-739-3915, Email: nhaliburton@schoolnutrition.org

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