



## 2009 ISPA Conference & Expo Hospitality Event Request Form

This form must be completed by any company or individual planning to hold or host an event during the 2009 ISPA Conference & Expo at the Hilton Austin, the Austin Convention Center or any of the other hotels that have been secured for the 2009 Conference. Please read the Hospitality Event Guidelines (pg. 2) before completing this form. Tracking form is due by **September 25, 2009**. Forms can be faxed to 1.859.226.4445 or mailed to the following address: International SPA Association, Attn: Lisa Mclver, 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504

Date: \_\_\_\_\_

Name of Company Hosting Event: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start/End Time: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

Venue Preference: \_\_\_\_\_ Location of Event (if known): \_\_\_\_\_

Is this event open to all attendees attending the Conference? \_\_\_\_\_

Who will be invited to this event? \_\_\_\_\_

What method do you anticipate inviting your guests? \_\_\_\_\_

How many guests do you anticipate attending your event? \_\_\_\_\_

Organizer of Event (if different than the hosting company):

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

This signature verifies that you have read and fully understand the attached Hospitality Event Guidelines (pg. 2) and will adhere to these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



# 2009 ISPA Conference & Expo Hospitality Event Guidelines

ISPA realizes the value of networking with current and potential clients outside of the Conference events during the ISPA Conference & Expo. In our efforts to partner with you and to provide a smooth process with securing space, ISPA is tracking all events held in conjunction with ISPA meetings.

### Who can host a Hospitality Event?

- ONLY registered 2009 ISPA Conference exhibitors and sponsors are permitted to host a Hospitality Event during the 2009 ISPA Conference & Expo

### These events include, but are not limited to, any of the following:

- Social Events or Hospitality Events
- Sales/Staff Meetings
- Spa Tours

### General Rules:

All parties involved in a Hospitality Event agree to:

- Complete the Hospitality Event Request Form (pg. 1) and await approval from ISPA
- Book events during a time frame that does not conflict with Conference related activities (see grid below)
- Treatments in suites throughout the Conference are not permitted.

### Acceptable/Approved time frames available for Hospitality Events:

Below you will find a list of times that you MAY hold a Hospitality Event.

IMPORTANT: Transportation and registration for Hospitality Events must also abide by the time frames indicated below.

PRE: - Oct. 2-4 POST: - Oct. 9-11	Mon., Oct. 5	Tues., Oct. 6	Wed., Oct. 7	Thur., Oct. 8
Unrestricted	8 p.m. – 11 p.m. Only	7 p.m. – 11 p.m. Only	No times available on this day.	Anytime after 12:30 p.m.

### Where can Hospitality Events be held?

It is preferred that all Hospitality Events be held at the headquarter hotel, the Hilton Austin, or one of the other hotels that have been secured for the 2009 Conference. For a list of venue options, please contact Lisa McIver at 1.859.219.3541 or [lisa.mciver@ispastaff.com](mailto:lisa.mciver@ispastaff.com).

### What are the guidelines regarding promotional materials and signage?

- The ISPA name, logo and branding of the Conference or other identifying marks may not be used in signs, advertising and promotions or in any media communication. Endorsement by ISPA, expressed or implied, is not permitted or intended.
- Signage for Hospitality Events may be posted two (2) hours prior to the event and must be promptly removed subsequent to the event.

**IMPORTANT!**  
**ISPA is not responsible for any contractual agreements made by event organizers.**

### What is the process?

1. Download Hospitality Event Request Form (pg. 1) and submit to ISPA.
2. Mail or fax the signed form to:  
International SPA Association  
Attn: Lisa McIver  
2365 Harrodsburg Road, Suite A325  
Lexington, KY 40504, USA
3. If approved, ISPA will forward the completed form to appropriate party and a sales representative will be in contact regarding your request.

### Who do I contact for assistance?

Lisa McIver  
International SPA Association  
[lisa.mciver@ispastaff.com](mailto:lisa.mciver@ispastaff.com)  
1.859.219.3541 ph  
1.859.226.4445 fax