

Meeting Room Request Form

81st AHIMA Convention and Exhibit – Gaylord Texan
October 3-8, 2009 • Grapevine, TX • Exhibits October 5-7, 2009

Meeting rooms are available for registered 2009 exhibitors and sponsors from October 3 through 8, 2009 at the Gaylord Texan, the AHIMA headquarters hotel. Rooms are reserved on a first-come, first-serve basis and availability is not guaranteed. Please note, meeting space will not be held or assigned until we receive your payment and form. Fees do not include charges for additional services such as catering, audiovisual equipment, or lock changes. You will be responsible for ordering additional services through the hotel.

Type of event

- Customer Appreciation Evening (Monday, October 5), Preferred Time (must start after 6 p.m.) _____
- Alumni Reception (Monday, October 5), Preferred Time (must start after 6 p.m.) _____
- Other Meeting Space/Event*

Type of Event: _____

Date(s): _____ Start Time: _____ End Time: _____

*Events open to attendees are restricted during official AHIMA events. You will be notified if your desired time conflicts with AHIMA events. Please see www.ahima.org/convention for the convention agenda.

Space Requirements/Fees

- 500–1,200 sq. feet (maximum 90 attendees round set, 120 attendees reception set) **\$250 per room, per day**
- 1,201–2,800 sq. feet (maximum 215 attendees round set, 290 attendees reception set) **\$400 per room, per day**
- 2,801+ sq. feet **\$550 per room, per day**

Room Set

- Conference Rounds Theatre Classroom Hollow Square Reception Other _____

Anticipated number of attendees: _____

Signage/Final Program

 (AHIMA will provide one 22 x 28 placard per event with your logo, **only** if requested below):

- Check here if you require a sign for your meeting/event. Please e-mail your logo in an .EPS file to sarah.lawler@ahima.org no later than September 14, 2009, in order for it to be included on the sign.

Is this meeting/event by invitation only: Yes No Can we publish this meeting/event in the final program**: Yes No

**Please note invitation-only events that are published in the final program will be marked as "invite only." The deadline for having your event listed in the final program is July 3, 2009.

Contact Information

Organization Name: _____

Contact Person: _____ On-site Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: (____) _____ Fax: (____) _____

E-mail: _____

Payment Information

Amount: \$ _____

Cancellation Policy: Meeting rooms must be cancelled by September 11, 2009, for a full refund. Otherwise there will be a \$75 cancellation fee.

Enclosed Check Number: _____

Credit Card: Visa MasterCard American Express

Card Number: _____

Expiration Date: _____

Cardholder Signature: _____

Mail or fax completed form with payment to:

Sarah Lawler, Exhibits Manager

AHIMA

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