



Sharing the Success of Self-Insurance
October 12-15, 2010
Sheraton Chicago Hotel & Towers
Chicago, IL

Hospitality Suite Reservation Form

Company Name _____ Booth # _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Please charge the following: VISA MasterCard AMEX Discover

Credit Card Number _____ Val Code _____

Billing Address _____

City _____ State _____ Zip _____

Card in the Name of _____

Authorized Signature _____ Exp Date _____

For purposes of this conference, a **“Hospitality Suite”** shall be defined as a suite approved by SIIA for receiving and entertaining registered conference attendees including exhibit booth workers, during the following specified hours: (Please select one date to host a hospitality suite.) Note: Individuals who are not conference registrants may not attend hospitality suites. The host company shall be responsible that all attendees to their function must wear an official conference name badge.

- \$ 1,155 + Tax: Tuesday, October 12 8:00 p.m. – 11:00 p.m.
- \$ 1,155 + Tax: Wednesday, October 13 8:00 p.m. – 11:00 p.m.
- \$ 1,155 + Tax: Thursday, October 14 8:00 p.m. – 11:00 p.m.

Hospitality suites are available only to exhibitors and sponsors whose sponsorship is equal to or exceeds \$2,500.00. A limited number of suites are available. Reservations will be made on a first come, first serve basis, for one night only.

TERMS: By signing this form, I agree that no hospitality functions in our suite(s) will be held during conference programs or during exhibit hours. I understand that SIIA has the right to investigate and confirm any violations of this policy, including the attendance of non-registered individuals at your function, and such violations shall result in cancellation of hospitality and/or suite privileges. I understand that only exhibitors or a sponsor whose sponsorship is equal to or exceeds \$2,500.00 or more are allowed to host hospitality suites. I further agree to make arrangements for one night only and will vacate the suite at the appropriate time/date.

Authorized signature _____

Name of authorized person _____ Title _____

SIIA Official Use Only

Approved _____ Disapproved _____ Signature _____

Michael Ferguson, COO

Please return completed Reservation Form along with a signed copy of the Rules & Regulations to SIIA Headquarters at (864) 962-2483 or via email at atroiano@siia.org.



Hospitality Suite Rules and Regulations

The rules and regulations listed below have been established to preserve the ambiance and educational reputation of the SIIA Annual National Educational Conference & Expo. Your cooperation and compliance is required in order to maintain your hospitality/suite privileges. Note: For purposes of this conference, a **“Hospitality Suite”** shall be defined as a suite approved by SIIA for receiving and entertaining registered conference attendees, including exhibit booth workers, during official specified hours for suites.

1. All hospitality suites **MUST** be open to all SIIA attendees.
2. All hospitality suites will be closed during SIIA educational seminars, receptions and exhibit hours. Those not adhering to these rules will be excluded from next year’s conference.
3. Curfew hours listed in official SIIA program schedule will be enforced.
4. Please cooperate in ensuring that no signs are posted in, or taped to hotel walls, elevators, etc. Additionally, no announcements or promotional literature of any kind may be distributed in public areas of the hotel including the registration area and exhibit hall, other than that authorized by SIIA. Exhibitors may promote and/or distribute hospitality suite information from their booths during scheduled exhibit hall hours.
5. The conference hotel has contractually agreed not to accept any material for mass distribution to conference attendee rooms.
6. SIIA will post the room numbers of approved hospitality suites, upon notification by suite holder, in the SIIA registration area and/or other appropriate locations.
7. All hospitality suite host companies must provide evidence of insurance, naming SIIA, its agent and host hotel as an additional insured. Insurance must include host liquor liability whenever alcoholic beverages are served.
8. Violation of any rule or regulation shall be grounds for the **closure of any hospitality suite**. In the event of suite closure or interruption, SIIA will/shall not be liable for any resulting financial losses from food, beverage, facility or other related costs.
9. SIIA does **NOT** guarantee hospitality suite sponsors against loss, damage or theft of any kind. Sponsoring companies shall indemnify and hold harmless SIIA, or any agent of SIIA, and the hotel from any cause of claim whatever, made by or against any person, including but not limited to claims by or against employees, agents, or assigns, or by or against third persons.
10. All hospitality suite host companies agree to host their event on one night and will vacate the suite at the appropriate date/time.

I have read the terms and conditions as outlined in this contract and agree to abide by such terms and conditions. Further I understand that hospitality suite approval is subject to the acceptance of SIIA management and written confirmation will be sent upon acceptance of this request.

Please Print Name _____
 Authorized Signature _____ Date _____
 Title _____ Company _____

Please return completed Reservation Form along with a signed copy of the Rules & Regulations to SIIA Headquarters at (864) 962-2483 or via email at atroiano@siia.org.