



2016 ISPA CONFERENCE & EXPO HOSPITALITY EVENT REQUEST FORM

Thank you for your interest in hosting a hospitality event during the 2016 ISPA Conference & Expo. ISPA invites participating exhibitors and sponsors to host events during the ISPA Conference & Expo, outside of official Conference hours. An event meeting ISPA guidelines will be considered an ISPA Approved Event and will be published on the official Conference website with select information provided by the hosting member. Members holding an ISPA Approved Event will be asked to display an official ISPA Approved Event logo on all event invitations, collateral and signage, indicating to attendees that the event is sanctioned by the International SPA Association.

To submit your event for consideration, please review and return the attached request form to the International SPA Association, Attn: Amber Phillips, 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504. You may also scan the form to amber.phillips@ispastaff.com.

Contact Information

Name of Company Hosting Event: _____
Address: _____
City/State/Postal Code: _____
Country: _____
Phone: _____ Website: _____
Contact Person: _____ Title: _____
Office Phone: _____ Mobile Phone: _____
Email: _____

Event Details

Type of Event: _____

Name of Event: _____

Date(s) of Event: (Please see page 2 for permissible event times)

- | | | |
|--|-------------------|-----------------|
| <input type="checkbox"/> Monday, Sept. 12 | Start Time: _____ | End Time: _____ |
| <input type="checkbox"/> Tuesday, Sept. 13 | Start Time: _____ | End Time: _____ |
| <input type="checkbox"/> Wednesday, Sept. 14 | Start Time: _____ | End Time: _____ |
| <input type="checkbox"/> Thursday, Sept. 15 | Start Time: _____ | End Time: _____ |
| <input type="checkbox"/> Friday, Sept. 16 | Start Time: _____ | End Time: _____ |

Brief Description of Event: _____

Other companies affiliated with event: _____

Do you need assistance securing space at The Venetian? ☐ Yes ☐ No

Location of Event: _____

Is the event invite-only or open to all attendees? _____

What means of communication will you use to invite guests? _____

Anticipated attendance: _____

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

Name of Company: _____

Contact Person: _____ Contact Phone: _____

Contact Email: _____

This signature verifies you have read and fully understand the attached Hospitality Event Guidelines (pg. 2) and will adhere to these guidelines when planning and executing an event during the ISPA Conference & Expo.

Signature: _____ Date: _____

Print Name: _____



2016 ISPA CONFERENCE & EXPO HOSPITALITY EVENT GUIDELINES

What is considered a Hospitality Event?

- A hospitality event is any organized function, including, but not limited to, meetings, product demonstrations, treatments, meals, receptions or parties.

Who may host a Hospitality Event?

- Current ISPA Conference & Expo exhibitors and sponsors are invited to host hospitality events during the 2016 ISPA Conference & Expo.

May more than one company host a hospitality event together?

- ISPA members may host joint events or be affiliated with another member's event, as long as all involved parties are exhibitors or sponsors of the 2016 ISPA Conference & Expo and are noted on the Hospitality Event Request Form.

When may Hospitality Events be held?

- Out of respect for and in support of all exhibitors and sponsors, hospitality events may only be held outside of official Conference hours.

2016 ISPA Conference & Expo Hours

Tues., Sept. 13	Wed., Sept. 14	Thurs., Sept. 15
11:15 am – 6 pm	11:15 am – 5 pm	11:15 am – 3 pm

How are hospitality events promoted by ISPA?

- Approved hospitality events will be listed on attendISPA.com for attendee reference.
- Members with approved events will be sent an Approved ISPA Event Logo, to use on all invitations, collateral and signage. This will indicate to attendees that the event has been sanctioned by the International SPA Association.

Where may Hospitality Events take place?

- For the convenience of ISPA Conference & Expo attendees, it is preferred that all hospitality events be held at The Venetian.
- If you would like more information regarding available space in The Venetian for your event, please indicate so on the first page of the request form.

What are the guidelines regarding promotional materials and signage?

- Signage for hospitality events held in The Venetian may be posted two hours prior to the event and must be promptly removed following the event conclusion.

How do I gain approval to host a Hospitality Event?

- Complete and return the Hospitality Event Request Form and return to ISPA:
International SPA Association
Attn: Amber Phillips
2365 Harrodsburg Road, Suite A325
Lexington, KY 40504, USA
amber.phillips@ispastaff.com
Phone 859.226.4420
Fax 859.226.4445
- An ISPA staff member will contact the individual listed on the form with confirmation and further details.
- For questions or additional information, please contact: amber.phillips@ispastaff.com