



**National Black MBA Association 35<sup>th</sup> Annual Conference & Expo**  
**HOSPITALITY RECEPTION & MEETING ROOM GUIDELINES**

**PURPOSE:**

1. Hospitality receptions and meeting spaces provide an environment that allows potential employers and employees the opportunity to network for personal and professional growth.
2. Hospitality receptions and or meeting spaces are granted only to corporate and educational partners that obtain approval from NBMBA in advance of the conference. Please note: All planning and costs are the sole responsibility of the company.
3. Hosting a hospitality reception and or meeting is a partnership benefit to exhibiting companies and official event sponsors that purchase one of the following Employer Plan types: **GREEN, BLUE, RED or TAN.**

**RULES & REGULATIONS FOR HOSTING A RECEPTION AND OR MEETING:**

The National Black MBA Association, Inc. is a professional organization that believes in creating an environment that allows one to pursue his or her personal and professional endeavors. It is imperative that all partners adhere to the following rules and regulations:

- **Hospitality Reception Hours:** Thursday, September 12 and Friday, September 13, 2013; 6:00 pm – 9:00 pm
- **Meeting Space Hours:** Tuesday, September 10 through Friday, September 13, 2013; 7:00 am – 9:00 pm
- All space must be booked through NBMBA. **Do not call the venue directly.**
- Access to rooms (for setup): Early access to the room is based on availability. Arrangements must be made with the NBMBA.
- All banners that need to be hung in a room must to be arranged directly with the venue
- Disc jockeys and mini-concerts are not allowed.
- Loud music is prohibited.
- NBMBA has the right to shut down any reception not abiding by the guidelines.
- All activities must be conducted so as not to infringe on the rights of other companies or offend visitors.
- Distribution of souvenirs and promotional items at receptions is permissible.
- NBMBA will provide directional signage listing all hospitality receptions. **Each company is responsible for its own personal signage at the entrance of the room.**
- Participants agree that the National Black MBA Association has no obligation to provide security services and that the National Black MBA Association makes no representation whatsoever with the respect to the security of the premises.
- NBMBA will not be responsible for items left in the room after the event.
- For your protection and to ensure only conference participants enter your reception, conference badges are required for admission.

**OBTAINING APPROVAL:**

1. Completed hospitality reception forms must be submitted to **Sherry Trotter** via email at [Sherry.Trotter@nbmbaa.org](mailto:Sherry.Trotter@nbmbaa.org) Hospitality reception space is available on a first-come, first-served basis. All requests must be in writing.
2. Within 10 days of receipt of a completed form, a confirmation email will be sent.
3. Once you receive your room assignment and confirmation, please contact the assigned event planner at the venue where your event will be held to make the necessary catering and billing arrangements.

**IMPORTANT BILLING INFORMATION:**

- Hospitality receptions and meeting spaces held in meeting rooms will be charged by the National Black MBA Association. **Full payment is required at the time the space is reserved.**
- All requests, changes, or cancellations must be made in writing to **Sherry Trotter** by e-mail to [Sherry.Trotter@nbmbaa.org](mailto:Sherry.Trotter@nbmbaa.org) by **Friday, August 16, 2013.** **National Black MBA Association will not issue refunds after Friday, August 16, 2013.**
- All companies will be charged directly by the venue for food and beverage expenses.
- **Please note: A 3% transaction fee will be added to all credit cards charged by NBMBA.**

**SHIPPING OF MATERIALS & STORAGE:**

- All items for receptions and meetings should be shipped directly to the venue, addressed to your company **and** the venue planner. Arrangements for storage are the responsibility of the participating company. **All** packing containers, cardboard boxes, corrugated paper, excelsior, and wrapping paper must be removed from the space prior to the opening of the event. Storage of these items may be made with the venue directly.



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National Black MBA Association 35<sup>th</sup> Annual Conference & Expo  
HOSPITALITY RECEPTION ROOM RESERVATION FORM

Thursday & Friday nights have been designated as the official nights for **hospitality receptions**. Authorized event times are 6:00 pm – 9:00 pm. Every effort will be made to fulfill your first or second choice. Please submit only one request per company.

I am requesting a **hospitality reception** on:  **Thursday, September 12**     **Friday, September 13**

Please indicate your order of preference by placing a number (1 thru 7) in the box next to the room.

Hilton Americas-Houston	Hyatt Regency Houston
<input type="checkbox"/> Level Two _____ (Room Name)	<input type="checkbox"/> Second Level _____ (Room Name)
<input type="checkbox"/> Level Three _____ (Room Name)	<input type="checkbox"/> Third Level _____ (Room Name)
<input type="checkbox"/> Level Four _____ (Room Name)	<input type="checkbox"/> Fourth Level _____ (Room Name)
	<input type="checkbox"/> Sixth Level _____ (Room Name)

Will your reception be a private event or open to all conference attendees? [ ] PRIVATE [ ] OPEN

Failure to answer the above question will result in your event being listed on the hotel reader board, printed in conference guides, and listed on the conference website.

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

American Express     MasterCard     Visa     Discover     Diners Club

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*Please note: A 3% transaction fee will be added to all credit card charges.**

Credit Card Authorization: NMBBAA is authorized to use this credit card information to secure my hospitality reception room. \_\_\_\_\_ (Initial)

**SPECIAL NOTES**

- All hospitality receptions require full payment at time of booking.
- All space must be reserved through the National Black MBA Association, Inc.
- A limited number of opportunities are available and will be assigned on a first-come, first-served basis.
- All requests, changes, or cancellations must be made in writing to **Sherry Trotter** by e-mail to [Sherry.Trotter@nmbaa.org](mailto:Sherry.Trotter@nmbaa.org) or by fax to **312-580-8720 by Friday, August 16, 2013. National Black MBA Association, Inc. will not issue refunds after Friday, August 16, 2013.**
- You will receive notification via email from the NMBBAA within 10 business days from receipt of your request.
- Please do not call the hotel directly until your hospitality reception space is assigned by the NMBBAA.

AGREEMENT: We have read the guidelines for Hospitality Receptions outlined in the NMBBAA Hospitality Reception and Meeting Room Guidelines. We agree to assume all liabilities. We also agree to indemnify and hold harmless the National Black MBA Association, Inc. from any and all liabilities, claims and demands.

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



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National Black MBA Association 35<sup>th</sup> Annual Conference & Expo  
MEETING ROOM RESERVATION FORM

- Meeting rooms are available beginning Tuesday, September 10 through Friday, September 13, 2013.
- The cost per meeting room space is \$400.00 per day.
- Please note: All spaces and locations are assigned on a first come, first served basis, based on availability.

Circle the day or days you would like to reserve a room:

Tuesday (9/10)                      Wednesday (9/11)                      Thursday (9/12)                      Friday (9/13)

Indicate the hours for the space: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Indicate the number of people occupying the space: \_\_\_\_\_

Meeting rooms are available at the Hilton Americas-Houston, Hyatt Regency Houston, George R. Brown Convention Center, and Embassy Suites Houston.

Please indicate your first and second venue choices along with the room name or number:

**FIRST CHOICE:**

Venue Name: \_\_\_\_\_

Room Name/Number: \_\_\_\_\_

**SECOND CHOICE:**

Venue Name: \_\_\_\_\_

Room Name/Number: \_\_\_\_\_

Do you want your function posted on the venue reader board? [ ] Yes [ ] No

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

American Express     MasterCard     Visa     Discover     Diners Club

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*Please note: A 3% transaction fee will be added to all credit card charges.**

Credit Card Authorization: NMBAA is authorized to use this credit card information to secure my meeting room. \_\_\_\_\_ (Initials)

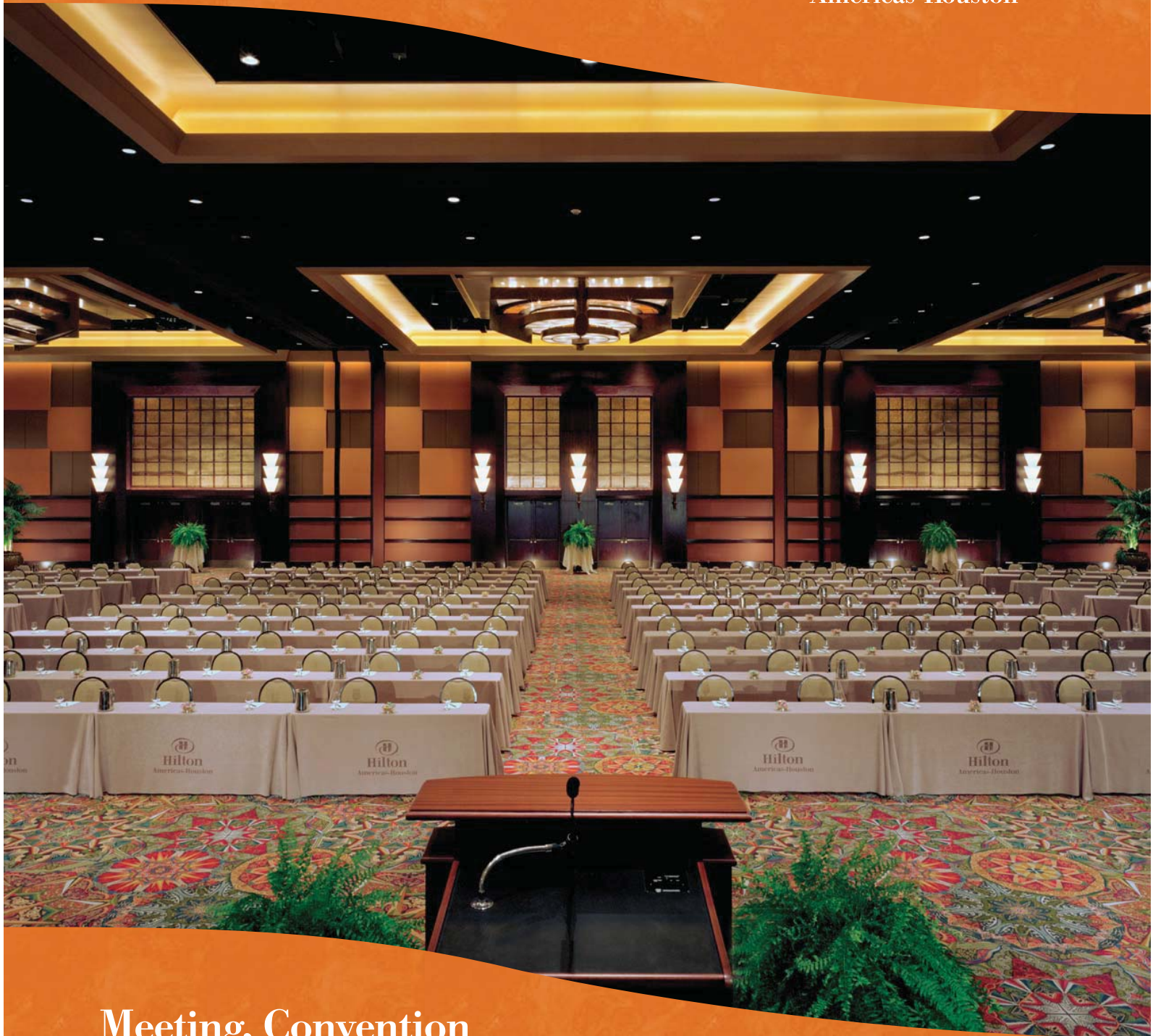
**SPECIAL NOTES**

- All meeting rooms require full payment at time of booking.
- All space must be reserved through the National Black MBA Association, Inc.
- A limited number of opportunities are available and will be assigned on a first-come, first-served basis.
- All requests, changes, or cancellations must be made in writing to **Sherry Trotter** by e-mail to [Sherry.Trotter@nmbaa.org](mailto:Sherry.Trotter@nmbaa.org) fax to **312-580-8720 by Friday, August 16, 2013. National Black MBA Association, Inc. will not issue refunds after Friday, August 16, 2013.**
- You will receive written notification from the NMBAA within 10 business days from receipt of your request.
- Please do not call the hotel directly until your meeting room is assigned by the NMBAA.

**AGREEMENT:** We have read the guidelines for meeting rooms outlined in the **NMBAA Hospitality Reception and Meeting Room Guidelines**. We agree to assume all liabilities. We also agree to indemnify and hold harmless the National Black MBA Association, Inc. from any and all liabilities, claims and demands.

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

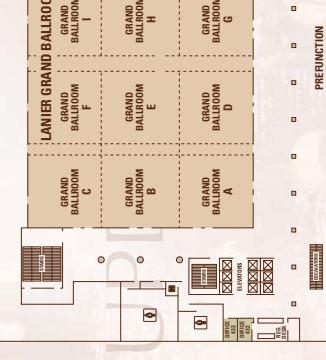
TAKE ME TO THE HILTON.™



Meeting, Convention  
and Banquet Facilities

UPDATE GATHER EXCITE NETWORK INFORM DISCUSS MEET

LEVEL TWO



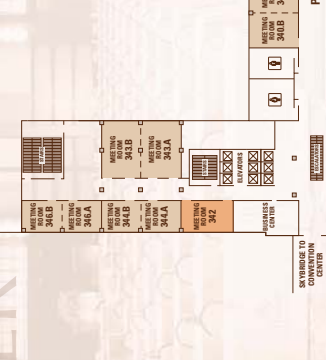
Room	Dimensions	Classroom	Meeting	Breakout	Ballroom	Other
Meeting Room 220	21.5' x 36.7' x 10'	684	24	98	24	30
Ballroom of the Americas	195'-0" x 165'-7" x 23'	25,895	1,438	2,354	2,070	2,889
Americas A	45.0' x 76.4' x 23'	134	14	50	0	476
Americas B	45.0' x 76.4' x 23'	134	14	50	0	476
Americas C	52.0' x 76.4' x 23'	170	18	66	0	541
Americas D	52.0' x 76.4' x 23'	170	18	66	0	541
Americas E	48.7' x 76.4' x 23'	154	16	58	0	490
Americas F	48.7' x 76.4' x 23'	154	16	58	0	490
Americas A-B	51.0' x 76.4' x 23'	162	17	60	0	500
Americas C-D	51.0' x 76.4' x 23'	162	17	60	0	500
Americas E-F	103.4' x 76.4' x 23'	324	34	116	0	1,000
Americas A-C	103.4' x 76.4' x 23'	324	34	116	0	1,000
Americas B-E	103.4' x 76.4' x 23'	324	34	116	0	1,000
Americas D-F	103.4' x 76.4' x 23'	324	34	116	0	1,000
Americas A-F	108.1' x 76.4' x 23'	354	36	122	0	1,025
Pre-function	108.1' x 50.0' x 23'	1,028	48	170	0	1,700
Coat Room	10' x 17' x 23'	170	0	0	0	0

LEVEL THREE



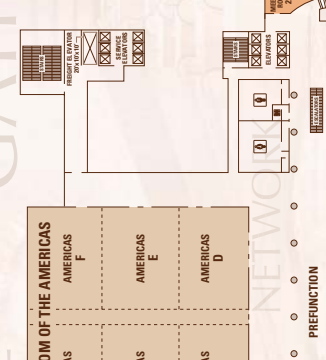
Room	Dimensions	Classroom	Meeting	Breakout	Ballroom	Other
Meeting Room 327	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 328	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 329	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 330	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 331	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 332	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 333	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 334	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 335	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 336	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 337	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 338	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 339	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 340	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 341	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 342	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 343	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 344	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 345	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 346	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 347	21.5' x 36.7' x 10'	684	24	98	24	30
Meeting Room 348	21.5' x 36.7' x 10'	684	24	98	24	30

LEVEL FOUR



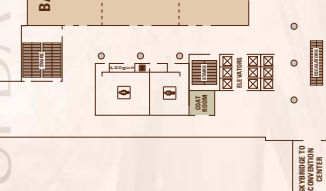
Room	Dimensions	Classroom	Meeting	Breakout	Ballroom	Other
Meeting Room 430	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 431	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 432	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 433	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 434	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 435	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 436	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 437	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 438	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 439	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 440	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 441	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 442	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 443	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 444	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 445	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 446	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 447	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 448	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 449	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 450	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 451	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 452	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 453	27.5' x 37.9' x 10'	815	30	110	30	120

LEVEL FIVE



Room	Dimensions	Classroom	Meeting	Breakout	Ballroom	Other
Meeting Room 501	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 502	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 503	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 504	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 505	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 506	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 507	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 508	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 509	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 510	27.5' x 37.9' x 10'	815	30	110	30	120

LEVEL SIX



Room	Dimensions	Classroom	Meeting	Breakout	Ballroom	Other
Meeting Room 601	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 602	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 603	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 604	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 605	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 606	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 607	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 608	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 609	27.5' x 37.9' x 10'	815	30	110	30	120
Meeting Room 610	27.5' x 37.9' x 10'	815	30	110	30	120



UPDATE GATHER EXCITE NETWORK INFORM DISCUSS MEET

LEVEL SEVEN

LEVEL EIGHT

LEVEL NINE

LEVEL TEN

LEVEL ELEVEN

LEVEL TWELVE

LEVEL THIRTEEN

LEVEL FOURTEEN

LEVEL FIFTEEN

LEVEL SIXTEEN

LEVEL SEVENTEEN

LEVEL EIGHTEEN

LEVEL NINETEEN

LEVEL TWENTY

LEVEL TWENTY ONE

LEVEL TWENTY TWO

LEVEL TWENTY THREE

LEVEL TWENTY FOUR

LEVEL TWENTY FIVE

LEVEL TWENTY SIX

LEVEL TWENTY SEVEN

LEVEL TWENTY EIGHT

LEVEL TWENTY NINE

LEVEL THIRTY

LEVEL THIRTY ONE

LEVEL THIRTY TWO

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LEVEL NINETY SEVEN

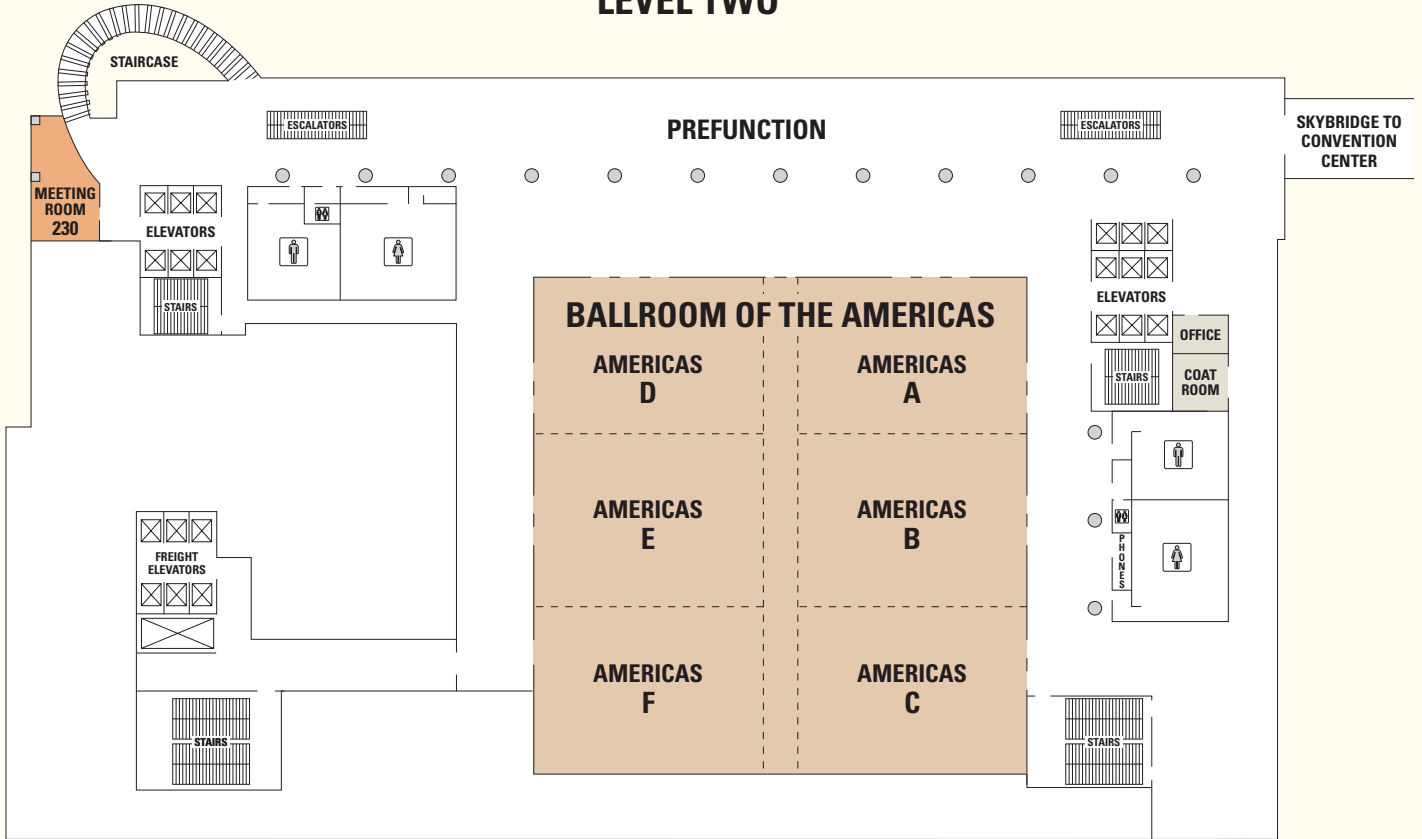
LEVEL NINETY EIGHT

LEVEL NINETY NINE

LEVEL HUNDRED

LEVEL HUNDRED ONE

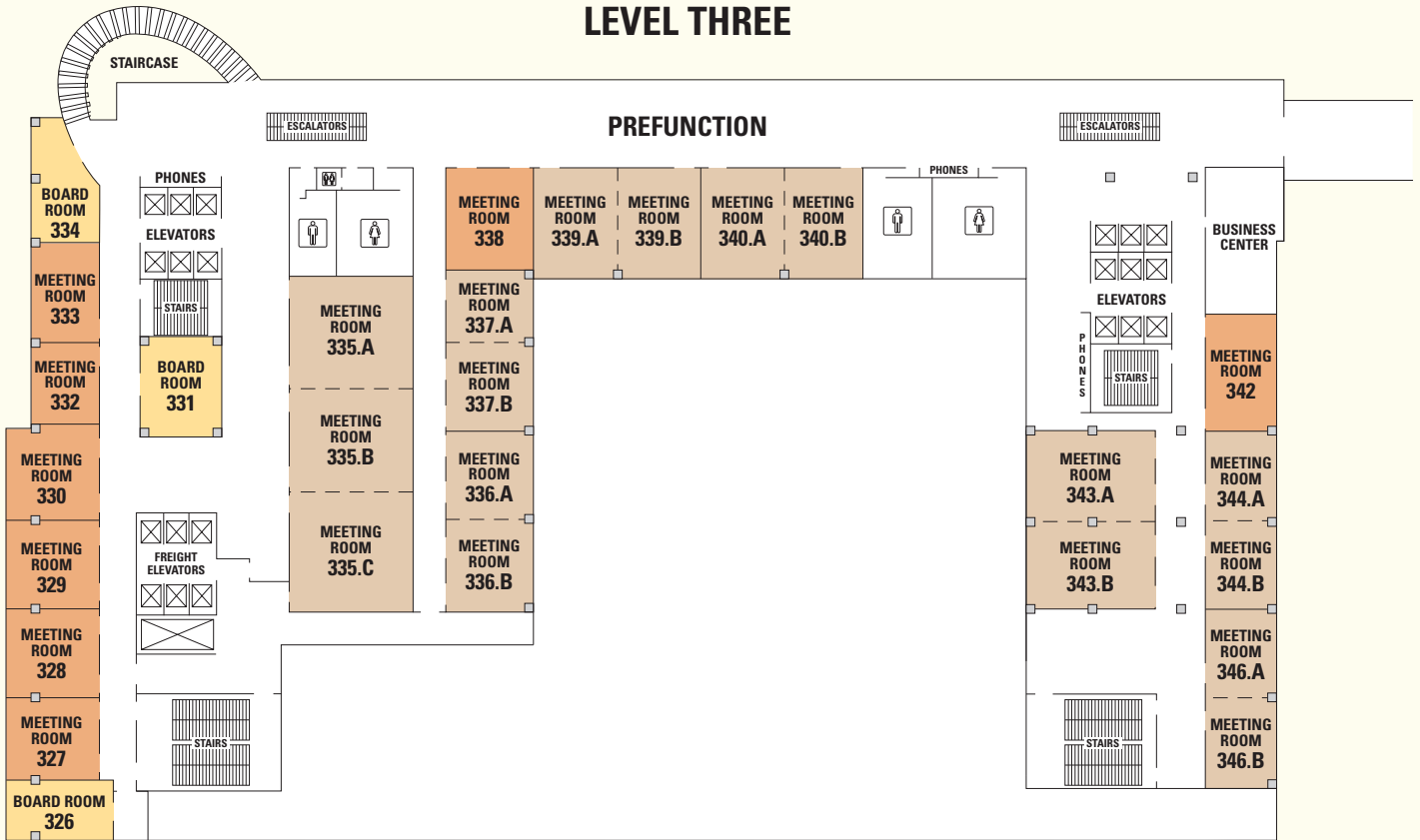
# LEVEL TWO



LEVEL TWO	Dimensions	Square Feet	Classroom	Theatre	Conference	Banquet	U-Shape	Reception	Hollow Square	Exhibit 8x10	Exhibit 10x10
Meeting Room 230	21'-9" x 38'-7" x 10'	694	24	58	24	30	18	69	24	—	—
Ballroom of the Americas	155'-9" x 165'-2" x 23'	25,895	1,438	2,354	—	2,070	—	2,589	—	180	140
Americas A	48'-7" x 76'-4" x 23'	3,775	194	343	44	270	50	375	64	—	—
Americas B	54'-5" x 76'-4" x 23'	4,202	215	382	48	320	54	420	70	—	—
Americas C	52' x 76'-4" x 23'	4,036	207	367	48	290	52	400	64	—	—
Americas D	48'-7" x 76'-6" x 23'	3,775	194	343	44	270	50	375	64	—	—
Americas E	54'-5" x 76'-6" x 23'	4,202	215	382	48	310	54	420	70	—	—
Americas F	52' x 76'-6" x 23'	4,036	207	367	48	290	52	400	64	—	—
Americas AB	103'-4" x 76'-4" x 23'	7,811	400	710	—	570	94	780	120	—	—
Americas BC	106'-10" x 76'-4" x 23'	8,238	422	748	—	610	94	820	120	—	—
Americas DE	103'-4" x 76'-4" x 23'	7,977	409	725	—	590	94	790	120	—	—
Americas EF	106'-10" x 76'-4" x 23'	8,238	422	748	—	610	94	820	120	—	—
Prefunction	196' x 50' x 23'	10,248	—	—	—	500	—	1,025	—	—	—
Office	12' x 17' x 23'	204	—	—	—	—	—	—	—	—	—
Coat Room	10' x 17' x 23'	170	—	—	—	—	—	—	—	—	—



# LEVEL THREE

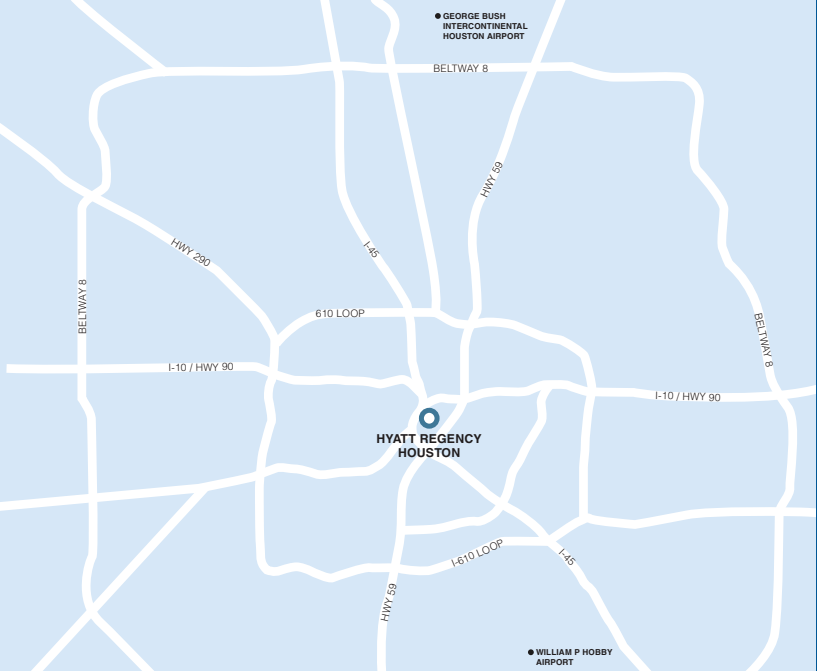


LEVEL THREE	Dimensions	Square Feet	Classroom	Theatre	Conference	Banquet	U-Shape	Reception	Hollow Square
Boardroom 326	28'-5" x 27'-7" x 10'	763	—	—	14	—	—	—	—
Meeting Room 327	25'-8" x 27'-6" x 10'	752	34	63	12	30	14	75	24
Meeting Room 328	27'-8" x 27'-6" x 10'	798	36	67	14	30	20	75	28
Meeting Room 329	27'-8" x 27'-6" x 10'	808	37	67	14	30	20	80	28
Meeting Room 330	28'-3" x 27'-3" x 10'	832	38	69	14	30	20	80	28
Boardroom 331	18" x 35'-4" x 10'	781	—	—	14	—	—	—	—
Meeting Room 332	25'-11" x 21'-10" x 10'	548	25	46	18	30	12	54	18
Meeting Room 333	28'-1" x 21'-10" x 10'	588	27	49	12	30	15	58	20
Boardroom 334	38' x 21'-10" x 10'	658	—	—	12	—	—	—	—
Meeting Room 335	105'-8" x 39'-1" x 10'	4,079	209	340	60	220	50	400	60
Meeting Room 335A	35' x 39'-1" x 10'	1,400	72	127	24	70	20	140	30
Meeting Room 335B	32' x 39'-1" x 10'	1,175	60	98	24	70	20	110	30
Meeting Room 335C	37'-10" x 39'-1" x 10'	1,504	77	125	24	70	20	150	30
Meeting Room 335AB	67'-5" x 39'-1" x 10'	2,575	132	215	40	130	35	250	40
Meeting Room 335BC	70'-3" x 39'-1" x 10'	2,679	137	223	40	130	35	260	40
Meeting Room 336	56'-11" x 26'-8" x 10'	1,625	73	135	36	80	24	160	30
Meeting Room 336A	27'-7" x 26'-8" x 10'	793	36	66	12	40	13	75	18
Meeting Room 336B	28'-11" x 26'-8" x 10'	832	37	69	12	40	13	80	18
Meeting Room 337	51'-8" x 26'-8" x 10'	1,453	66	121	30	80	24	140	30
Meeting Room 337A	23'-8" x 26'-8" x 10'	660	30	55	12	40	13	65	18
Meeting Room 337B	27'-7" x 26'-8" x 10'	793	36	66	12	40	13	79	18
Meeting Room 338	30'-3" x 29' x 10'	830	38	69	16	40	16	80	22
Meeting Room 339	29'-8" x 54' x 10'	1,593	72	133	24	80	28	150	36
Meeting Room 339A	29'-8" x 27'-8" x 10'	785	36	65	16	40	13	75	18
Meeting Room 339B	29'-8" x 25'-11" x 10'	808	37	67	16	40	13	80	18
Meeting Room 340	29'-8" x 52'-4" x 10'	1,636	74	136	24	80	28	140	36
Meeting Room 340A	29'-8" x 25'-11" x 10'	828	38	75	16	40	13	80	18
Meeting Room 340B	29'-8" x 25'-11" x 10'	808	37	73	16	40	13	80	18
Meeting Room 342	36'-7" x 19'-6" x 10'	785	36	65	16	40	13	75	18
Meeting Room 343	55'-7" x 37'-4" x 10'	2,095	95	176	32	120	—	200	—
Meeting Room 343A	28'-1" x 37'-4" x 10'	1,062	48	89	16	60	16	100	24
Meeting Room 343B	27'-1" x 37'-4" x 10'	1,033	47	90	16	60	16	100	24
Meeting Room 344	19'-6" x 55'-7" x 10'	1,134	52	95	24	60	26	110	30
Meeting Room 344A	27'-7" x 19'-6" x 10'	584	27	49	18	30	10	58	12
Meeting Room 344B	27'-7" x 19'-6" x 10'	550	25	46	18	30	10	55	12
Meeting Room 346	56'-8" x 19'-6" x 10'	1,196	54	99	36	60	26	110	30
Meeting Room 346A	27'-7" x 19'-6" x 10'	622	28	47	12	30	10	62	12
Meeting Room 346B	28'-8" x 19'-6" x 10'	574	26	44	12	30	10	57	12



HILTON-AMERICAS - ROOM/FLOOR	AMOUNT
Hilton-Americas/Meeting Rm 230/Level 2	\$ 400.00
Hilton-Americas/Ballroom of the Americas/Level 2	\$ 4,000.00
Hilton-Americas/Americas A/Level 2	\$ 600.00
Hilton-Americas/Americas B/Level 2	\$ 600.00
Hilton-Americas/Americas C/Level 2	\$ 600.00
Hilton-Americas/Americas D/Level 2	\$ 600.00
Hilton-Americas/Americas E/Level 2	\$ 600.00
Hilton-Americas/Americas F/Level 2	\$ 600.00
Hilton-Americas/Americas AB/Level 2	\$ 900.00
Hilton-Americas/Americas BC/Level 2	\$ 1,000.00
Hilton-Americas/Americas DE/Level 2	\$ 900.00
Hilton-Americas/Americas EF/Level 2	\$ 1,000.00
Hilton-Americas/Prefunction/Level 2	\$ 2,000.00
Hilton-Americas/Boardroom 326/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 327/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 328/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 329/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 330/Level 3	\$ 400.00
Hilton-Americas/Boardroom 331/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 332/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 333/Level 3	\$ 400.00
Hilton-Americas/Boardroom 334/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 335/Level 3	\$ 600.00
Hilton-Americas/Meeting Rm 335A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 335B/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 335C/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 335AB/Level 3	\$ 600.00
Hilton-Americas/Meeting Rm 335BC/Level 3	\$ 600.00
Hilton-Americas/Meeting Rm 336/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 336A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 336B/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 337/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 337A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 337B/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 338/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 339/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 339A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 339B/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 340/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 340A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 340B/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 342/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 343/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 343A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 343B/Level 3	\$ 400.00

HILTON-AMERICAS - ROOM/FLOOR	Amount
Hilton-Americas/Meeting Rm 344/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 344A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 344B/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 346/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 346A/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 346B/Level 3	\$ 400.00
Hilton-Americas/Meeting Rm 430/Level 4	\$ 400.00
Hilton-Americas/Lanier Grand Ballroom/Level 4	\$ 5,000.00
Hilton-Americas/Ballroom A/Level 4	\$ 600.00
Hilton-Americas/Ballroom B/Level 4	\$ 800.00
Hilton-Americas/Ballroom C/Level 4	\$ 600.00
Hilton-Americas/Ballroom D/Level 4	\$ 600.00
Hilton-Americas/Ballroom E/Level 4	\$ 800.00
Hilton-Americas/Ballroom F/Level 4	\$ 600.00
Hilton-Americas/Ballroom G/Level 4	\$ 600.00
Hilton-Americas/Ballroom H/Level 4	\$ 800.00
Hilton-Americas/Ballroom I/Level 4	\$ 600.00
Hilton-Americas/Ballroom J/Level 4	\$ 600.00
Hilton-Americas/Ballroom K/Level 4	\$ 800.00
Hilton-Americas/Ballroom L/Level 4	\$ 600.00
Hilton-Americas/Ballroom A-B/Level 4	\$ 1,500.00
Hilton-Americas/Ballroom A-C/Level 4	\$ 2,000.00
Hilton-Americas/Ballroom A-F/Level 4	\$ 3,000.00
Hilton-Americas/Ballroom A-I/Level 4	\$ 4,000.00
Hilton-Americas/Ballroom B-C/Level 4	\$ 1,500.00
Hilton-Americas/Ballroom D-E/Level 4	\$ 1,500.00
Hilton-Americas/Ballroom D-F/Level 4	\$ 2,000.00
Hilton-Americas/Ballroom D-I/Level 4	\$ 4,000.00
Hilton-Americas/Ballroom E-F/Level 4	\$ 1,500.00
Hilton-Americas/Ballroom G-H/Level 4	\$ 1,500.00
Hilton-Americas/Ballroom J-L/Level 4	\$ 2,500.00
Hilton-Americas/Ballroom G-L/Level 4	\$ 3,000.00
Hilton-Americas/Ballroom D-L/Level 4	\$ 4,000.00
Hilton-Americas/Ballroom K-L/Level 4	\$ 1,500.00
Hilton-Americas/Ballroom J-K/Level 4	\$ 1,500.00
Hilton-Americas/Ballroom G-I/Level 4	\$ 2,000.00
Hilton-Americas/Ballroom H-I/Level 4	\$ 1,500.00
Hilton-Americas/Prefunction/Level 4	\$ 3,000.00
Hilton-Americas/Skyline Ballroom/24th Floor	\$ 800.00

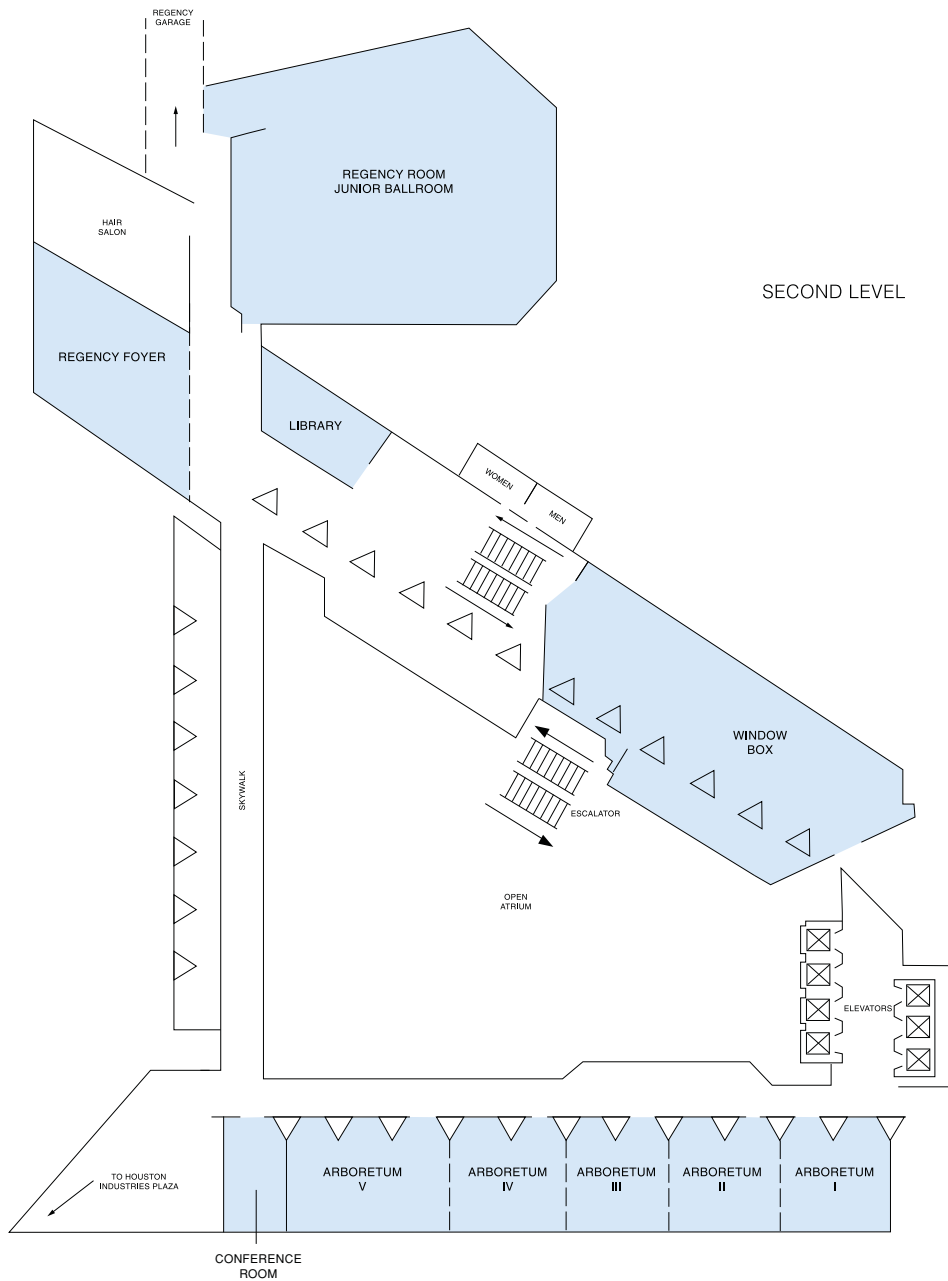


## Hyatt Regency Houston

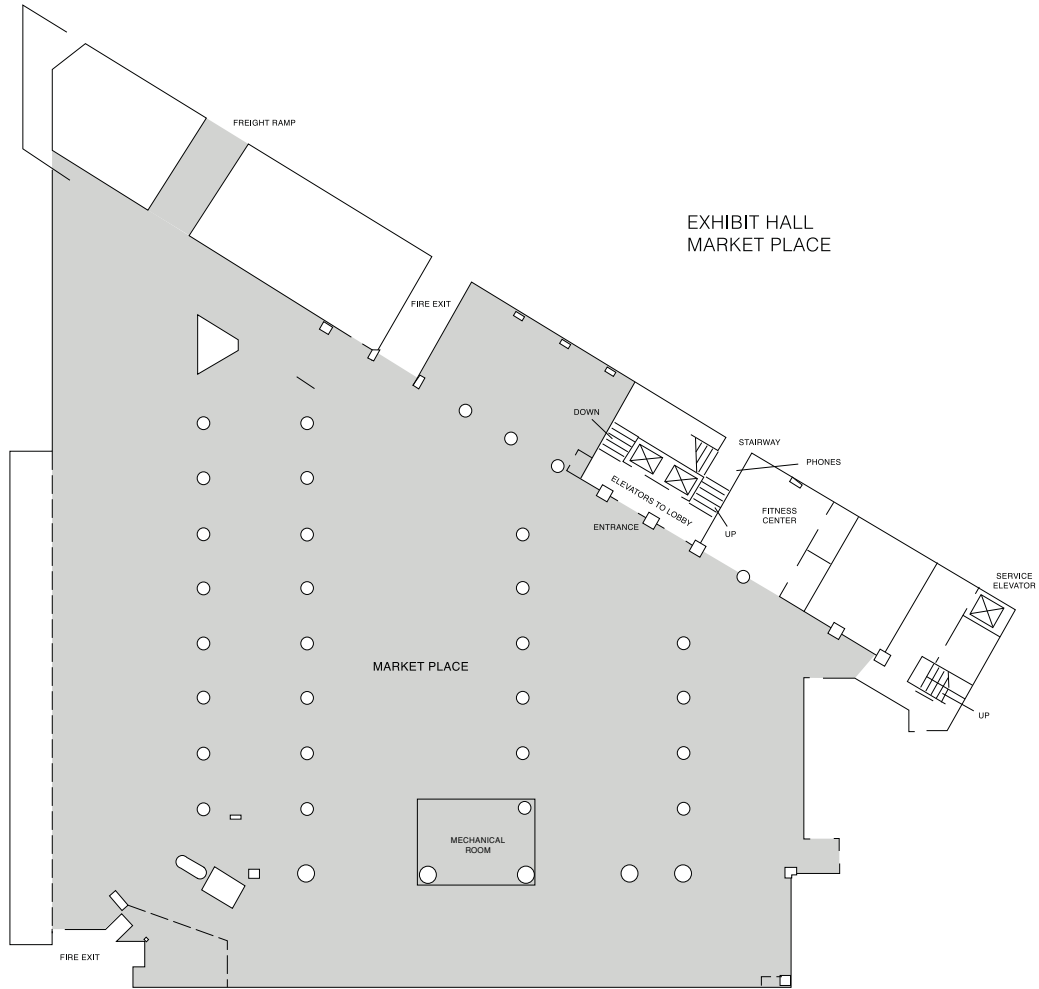
### DIRECTIONS

From George Bush Intercontinental Airport (26 miles): Take Beltway 8 west to I-45 South. Exit at McKinney (left). Take McKinney to Milam. Turn right. Proceed three blocks to Polk. Turn Right. Cross Louisiana intersection and enter Grand Entrance on left.

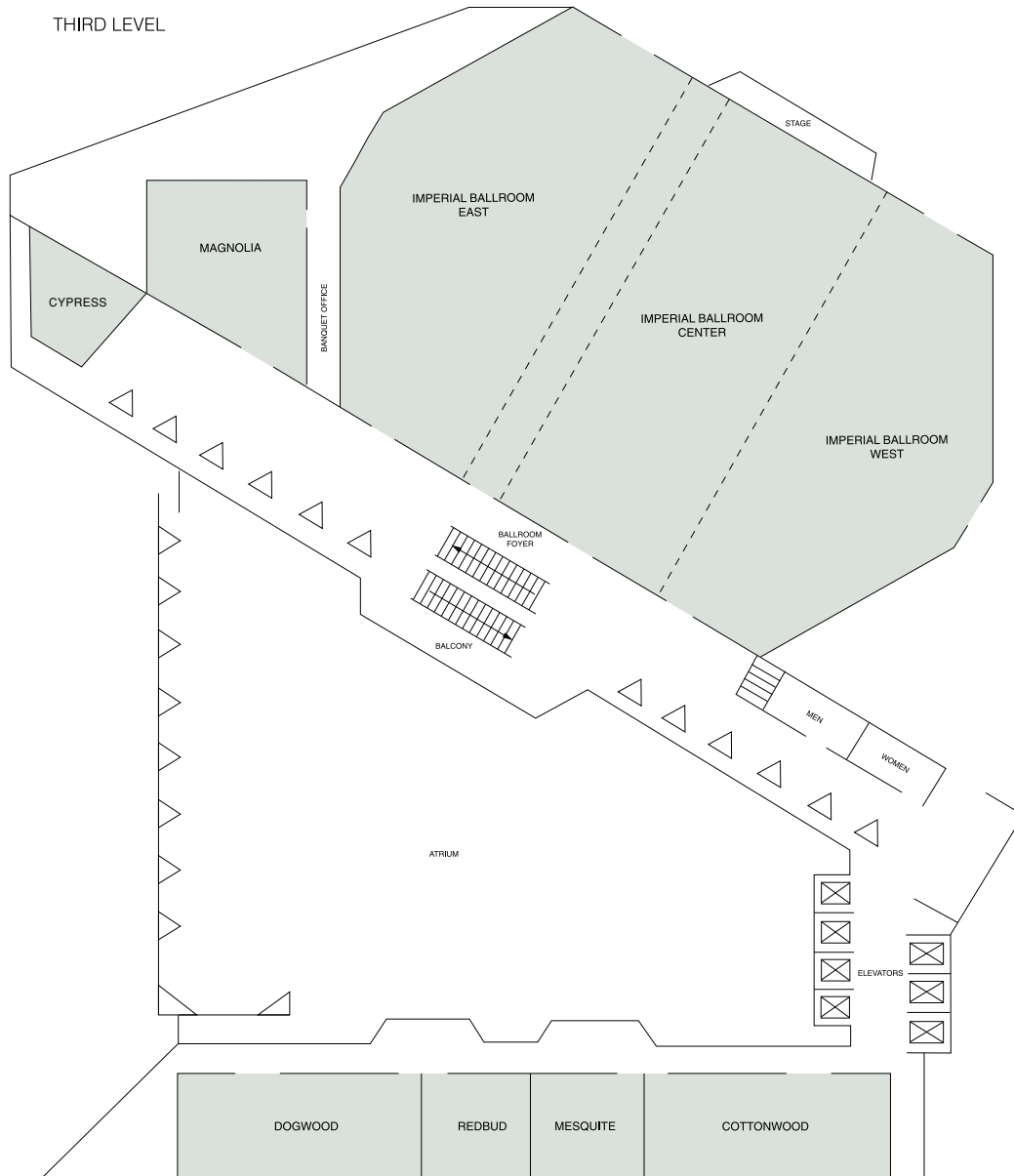
From Hobby Airport (12 miles): Take I-45 North. Follow downtown / Scott St. signs. Exit Pease. Drive 23 city blocks to Louisiana. Proceed four blocks to Polk. Turn left. Hotel entrance on right.

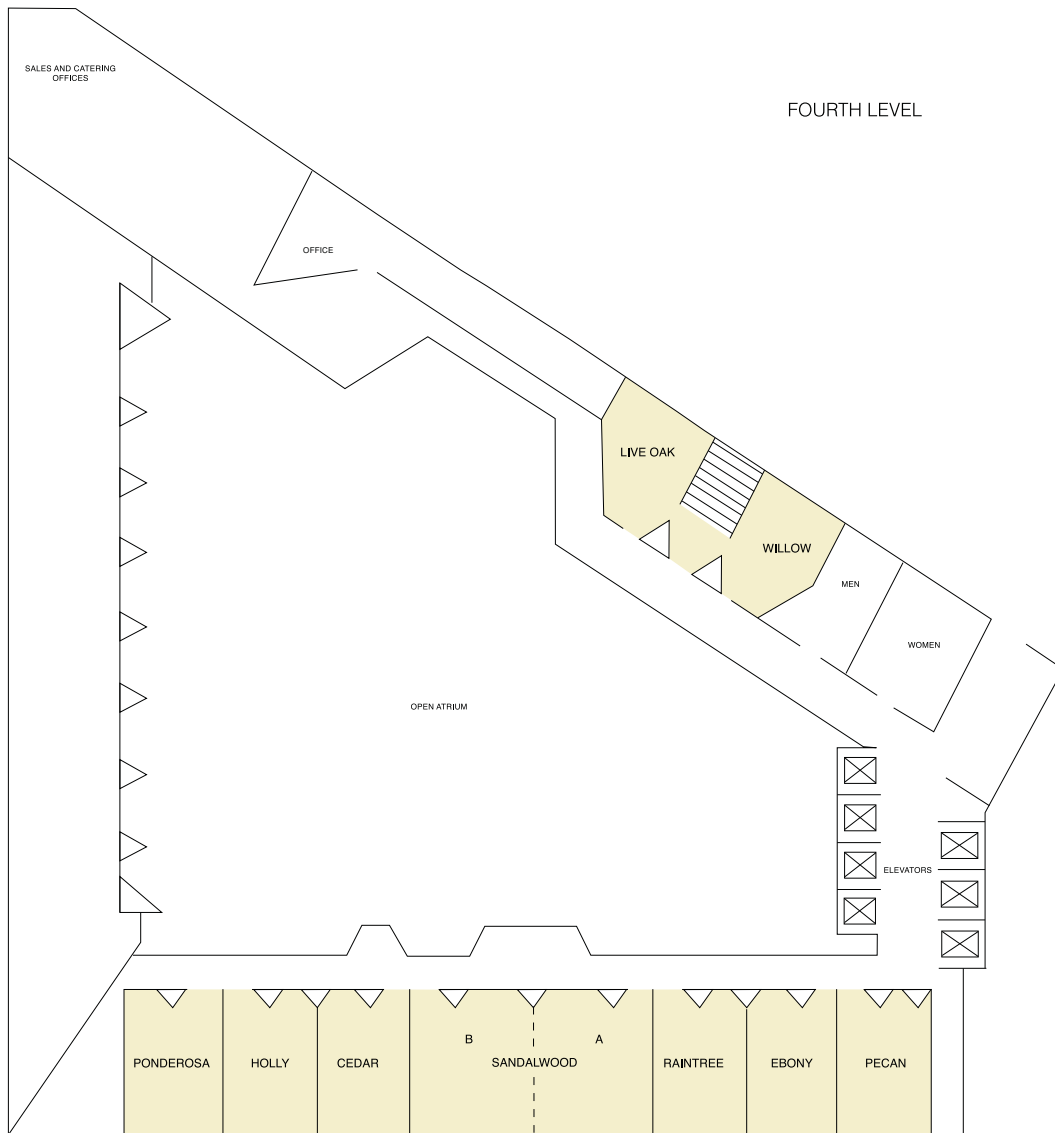


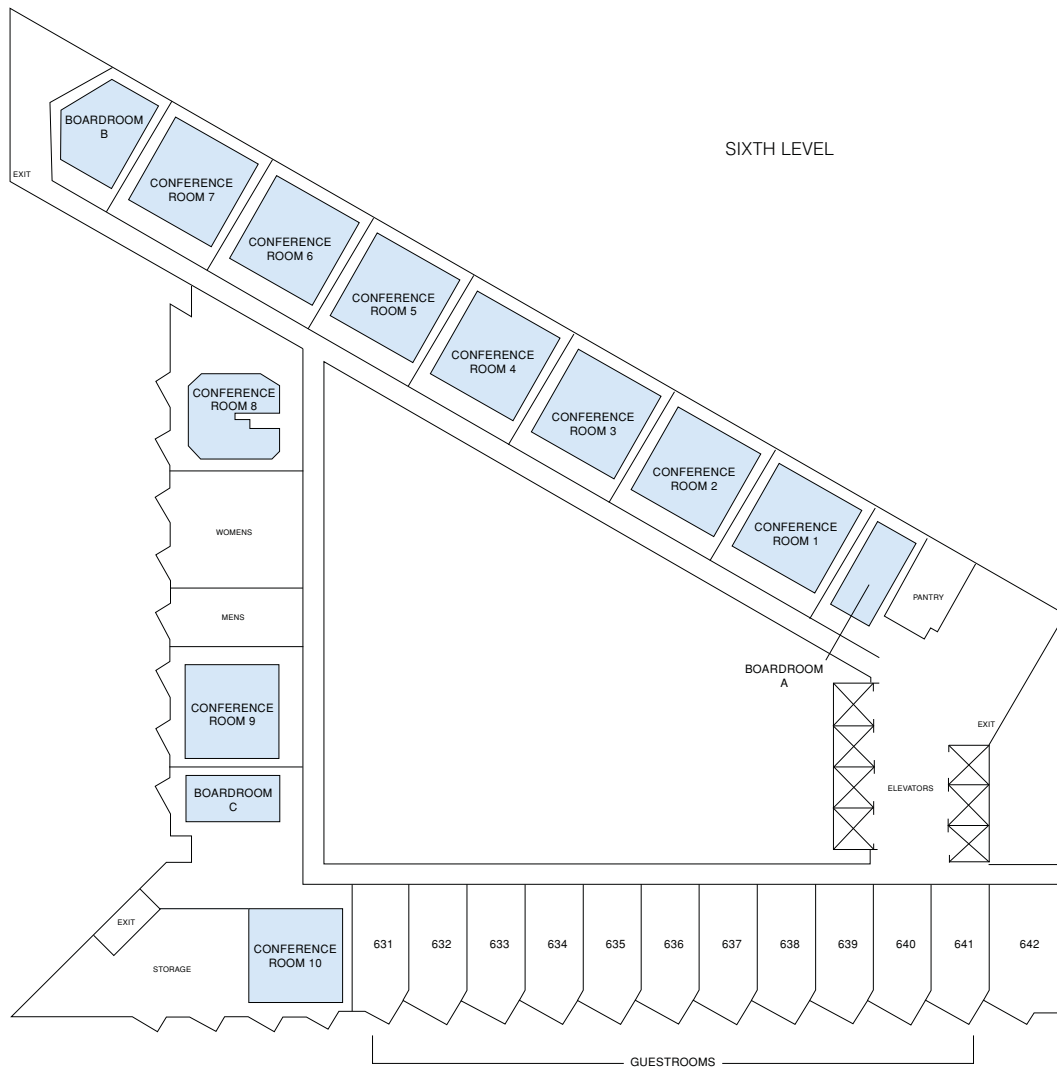
# Hyatt Regency Houston



# Hyatt Regency Houston

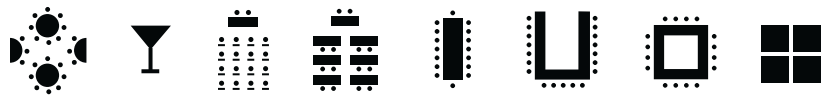






# Hyatt Regency Houston

## ROOM DIMENSIONS & CAPACITIES

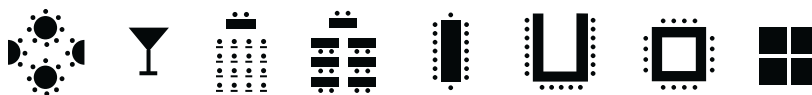


Room name

	Room Dimensions Length x Width x Height	Square Feet	Banquet	Reception	Theater	Classroom	Boardroom	U-Shape	Hollow Square	Exhibit
<b>MEETING AND BANQUET FACILITIES—SECOND LEVEL</b>										
ARBORETUM	148' x 23' x 12'	3,400	300	700	370	250	—	—	—	—
I	27' x 23' x 12'	621	50	75	70	36	28	28	—	—
II	27' x 23' x 12'	621	50	75	70	36	28	28	—	—
III	27' x 23' x 12'	621	50	75	70	36	28	28	—	—
IV	27' x 23' x 12'	621	50	75	70	36	28	28	—	—
V	40' x 23' x 12'	920	80	130	105	54	40	40	—	—
CONFERENCE ROOM	12' x 23' x 12'	300	—	—	—	—	8	—	—	—
REGENCY ROOM	68' x 61' x 11'	3,200	240	350	350	170	55	45	—	—
REGENCY FOYER	30' x 30' x 9'	900	—	350	—	—	—	—	—	—
LIBRARY	25' x 17'5" x 8'11"	350	—	—	—	—	10	—	—	—
WINDOW BOX	72' x 38' x 11'	2,736	150	250	190	90	40	40	—	—
<b>MEETING AND BANQUET FACILITIES—THIRD LEVEL</b>										
CYPRESS	25' x 19' x 10'	420	24	50	35	20	12	—	—	—
MAGNOLIA	40' x 30' x 10'	900	84	130	120	50	26	26	—	—
COTTONWOOD	60' x 23' x 12'	1,380	100	125	145	90	50	54	—	—
MESQUITE	26' x 23' x 12'	598	50	80	60	36	22	24	—	—
REDBUD	26' x 23' x 12'	598	50	80	60	36	22	24	—	—
DOGWOOD	60' x 23' x 12'	1,380	100	125	145	90	50	54	—	—
IMPERIAL BALLROOM	105' x 152' x 22'	16,000	1,219	1,700	2,200	900	—	—	—	—
EAST	105' x 50' x 22'	5,270	320	600	650	270	—	—	—	—
EAST EXTENDED	105' x 74' x 22'	7,700	450	700	900	370	—	—	—	—
CENTER	105' x 57' x 22'	5,985	450	700	990	384	—	—	—	—
CENTER B	105' x 36' x 22'	3,885	270	320	594	192	—	—	—	—
WEST	105' x 45' x 22'	4,745	300	550	630	260	—	—	—	—
WEST EXTENDED	105' x 80' x 22'	8,295	590	750	1,100	470	—	—	—	—
STAGE	32' x 241/2" x 14'	—	—	—	—	—	—	—	—	—
IMPERIAL FOYER	105' x 39' x 12'	4,095	—	400	—	—	—	—	—	—
FREIGHT ELEVATOR	23'5" x 8'8" x 7'6"	WEIGHT LIMIT 8,000			—	—	—	—	—	—

# Hyatt Regency Houston

## ROOM DIMENSIONS & CAPACITIES



Room name

	Room Dimensions Length x Width x Height	Square Feet	Banquet	Reception	Theater	Classroom	Boardroom	U-Shape	Hollow Square	Exhibit
<b>MEETING AND BANQUET FACILITIES—FOURTH LEVEL</b>										
LIVE OAK	26' x 23' x 8'5"	458	40	45	40	30	20	18	—	—
WILLOW	28' x 21' x 8'5"	434	40	40	40	30	18	17	—	—
PECAN	20' x 18' x 8'5"	360	30	35	40	27	20	18	—	—
EBONY	20' x 18' x 8'5"	360	30	35	40	27	20	18	—	—
RAINTREE	20' x 18' x 8'5"	360	30	35	40	27	20	18	—	—
SANDALWOOD	52' x 18' x 8'5"	940	80	125	125	54	44	45	—	—
A	26' x 18' x 8'5"	470	40	55	50	27	24	25	—	—
B	26' x 18' x 8'5"	470	40	55	50	27	24	25	—	—
CEDAR	20' x 18' x 8'5"	360	30	35	40	27	20	18	—	—
HOLLY	20' x 18' x 8'5"	360	30	35	40	27	20	18	—	—
PONDEROSA	20' x 18' x 8'5"	360	30	35	40	27	20	18	—	—

### EXHIBIT HALL—MARKET PLACE

MARKET PLACE	187' x 161' x 10'6" VAR.	28,000	1,340	2,800	1,700	800	—	—	—	—
FREIGHT RAMP	11'3" WIDE, 8' HIGH	—	—	—	—	—	—	—	—	—

### SIXTH LEVEL

CONFERENCE ROOM 1	16'5" x 24'9" x 8'	406	30	60	62	21	22	21	24	—
CONFERENCE ROOM 2	17' x 27' x 8'	459	30	60	62	21	22	21	24	—
CONFERENCE ROOM 3	16' x 24' x 8'	394	30	60	62	21	22	21	24	—
CONFERENCE ROOM 4	16'2" x 26'1" x 8'	421	30	60	62	21	22	21	24	—
CONFERENCE ROOM 5	16'3" x 26'2" x 8'	425	30	60	62	21	22	21	24	—
CONFERENCE ROOM 6	16'4" x 24'7" x 8'	401	30	60	62	21	22	21	24	—
CONFERENCE ROOM 7	15'6" x 24'2" x 8'	377	30	60	62	21	22	21	24	—
CONFERENCE ROOM 8	15' x 25' x 8'	375	30	50	70	24	22	21	24	—
CONFERENCE ROOM 9	17'1" x 25'2" x 8'	429	30	60	70	21	16	18	24	—
CONFERENCE ROOM 10	16' x 25'3" x 8'	404	30	60	70	21	16	18	24	—
BOARDROOM A	17'6" x 12'6" x 8'	218	—	—	—	—	8	—	—	—
BOARDROOM B	14' x 20' x 8'	280	—	—	—	—	12	—	—	—
BOARDROOM C	16'2" x 14'10" x 8'	239	—	—	—	—	8	—	—	—

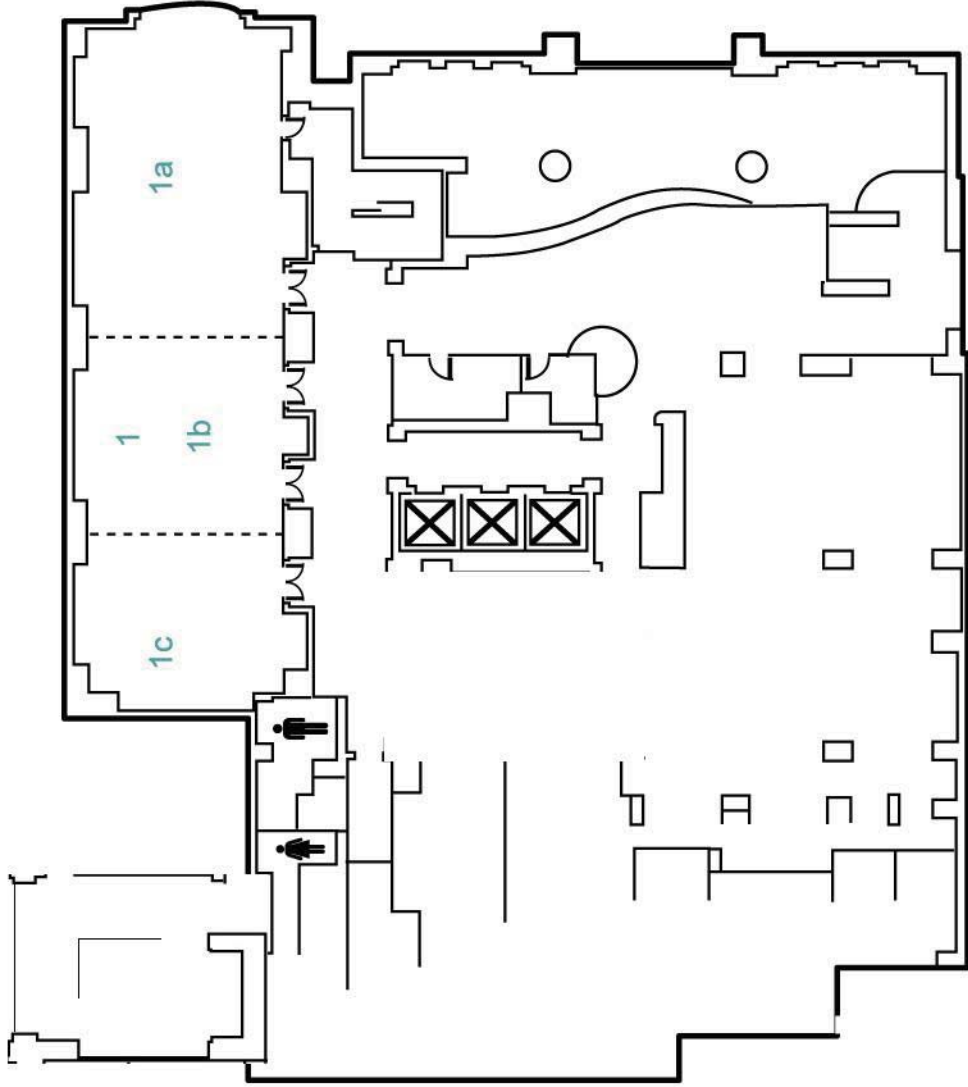
PRIMARY POWER: 208 VOLTS, SINGLE OR 3-PHASE, 100 AMPS

SECONDARY POWER: 110 VOLTS

ADDITIONAL REQUIREMENTS ON REQUEST

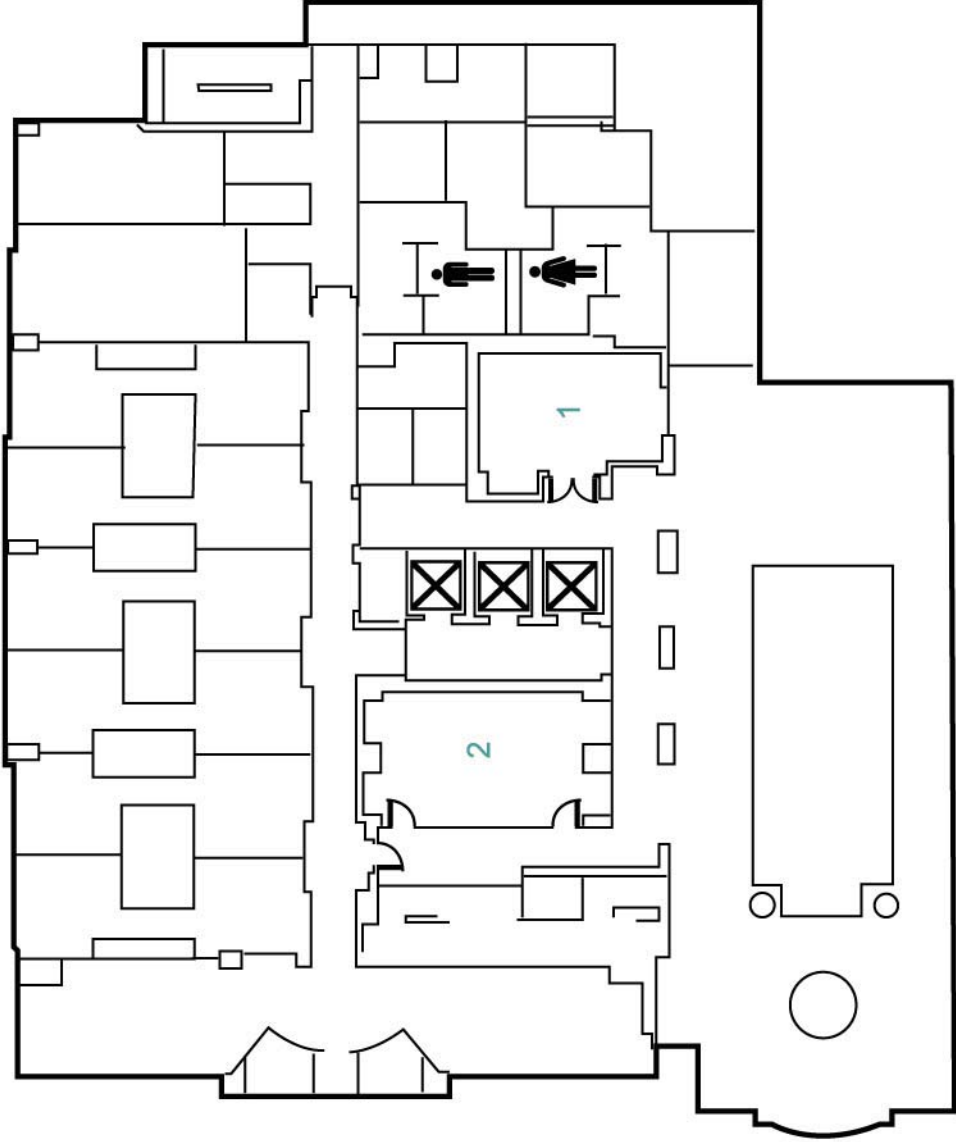
HYATT REGENCY - ROOM/FLOOR	AMOUNT
Hyatt Regency/Regency Room (Junior Ballroom) Level 2	\$ 900.00
Hyatt Regency/Regency Foyer Level 2	\$ 400.00
Hyatt Regency/Arboretum/Level 2	\$ 900.00
Hyatt Regency/Arboretum 1/Level 2	\$ 400.00
Hyatt Regency/Arboretum 2/Level 2	\$ 400.00
Hyatt Regency/Arboretum 3/Level 2	\$ 400.00
Hyatt Regency/Arboretum 4/Level 2	\$ 400.00
Hyatt Regency/Arboretum 5/Level 2	\$ 400.00
Hyatt Regency/Conference Room/Level 2	\$ 400.00
Hyatt Regency/Library/Level 2	\$ 400.00
Hyatt Regency/Window Box/Level 2	\$ 600.00
Hyatt Regency/Cypress/Level 3	\$ 400.00
Hyatt Regency/Magnolia/Level 3	\$ 400.00
Hyatt Regency/Cottonwood/Level 3	\$ 600.00
Hyatt Regency/Mesquite/Level 3	\$ 400.00
Hyatt Regency/Redbud/Level 3	\$ 400.00
Hyatt Regency/Dogwood/Level 3	\$ 600.00
Hyatt Regency/Imperial Ballroom	\$ 3,000.00
Hyatt Regency/Imperial Ballroom East/Level 3	\$ 1,500.00
Hyatt Regency/Imperial Ballroom East Extended/Level 3	\$ 2,000.00
Hyatt Regency/Imperial Ballroom Center/Level 3	\$ 1,500.00
Hyatt Regency/Imperial Ballroom Center B/Level 3	\$ 1,000.00
Hyatt Regency/Imperial Ballroom West/Level 3	\$ 1,000.00
Hyatt Regency/Imperial Ballroom West Extended/Level 3	\$ 2,000.00
Hyatt Regency/Imperial Foyer/Level 3	\$ 1,000.00
Hyatt Regency/Live Oak/Level 4	\$ 400.00
Hyatt Regency/Willow/Level 4	\$ 400.00
Hyatt Regency/Pecan/Level 4	\$ 400.00
Hyatt Regency/Ebony/Level 4	\$ 400.00
Hyatt Regency/Raintree/Level 4	\$ 400.00
Hyatt Regency/Sandalwood/Level 4	\$ 600.00
Hyatt Regency/Sandalwood A/Level 4	\$ 400.00
Hyatt Regency/Sandalwood B/Level 4	\$ 400.00
Hyatt Regency/Cedar/Level 4	\$ 400.00
Hyatt Regency/Holly/Level 4	\$ 400.00
Hyatt Regency/Ponderosa/Level 4	\$ 400.00
Hyatt Regency/Board Room A/Level 6	\$ 400.00
Hyatt Regency/Board Room B/Level 6	\$ 400.00
Hyatt Regency/Board Room C/Level 6	\$ 400.00
Hyatt Regency/Conference Room 1/Level 6	\$ 400.00
Hyatt Regency/Conference Room 2/Level 6	\$ 400.00
Hyatt Regency/Conference Room 3/Level 6	\$ 400.00
Hyatt Regency/Conference Room 4/Level 6	\$ 400.00
Hyatt Regency/Conference Room 5/Level 6	\$ 400.00
Hyatt Regency/Conference Room 6/Level 6	\$ 400.00
Hyatt Regency/Conference Room 7/Level 6	\$ 400.00
Hyatt Regency/Conference Room 8/Level 6	\$ 400.00
Hyatt Regency/Conference Room 9/Level 6	\$ 400.00
Hyatt Regency/Conference Room 10/Level 6	\$ 400.00
Hyatt Regency/Exhibit Hall/Marketplace	\$ 5,000.00

**EMBASSY SUITES HOTEL - SECOND FLOOR**



- 1. DISCOVERY BALLROOM
- 1a. DISCOVERY BALLROOM A
- 1b. DISCOVERY BALLROOM B
- 1c. DISCOVERY BALLROOM C

EMBASSY SUITES HOTEL - THIRD FLOOR



- 1. AMERICAN BOARDROOM
- 2. GREEN ROOM

EMBASSY SUITES - ROOM/FLOOR	Square Feet	Dimensions	Height	AMOUNT
Embassy Suites/Discovery A/Level 2	1263	29'x43'	15'	\$ 400.00
Embassy Suites/Discovery B /Level 2	774	29'x27'	15'	\$ 400.00
Embassy Suites/Discovery Ballroom/Level 2	2755	29'x95'	15'	\$ 600.00
Embassy Suites/Discovery C/Level 2	682	29'x24'x6"	15'	\$ 400.00
Embassy Suites/American Boardroom/Level 3	377	15'-8"x24'-2"	8'-6" to 10'	\$ 400.00
Embassy Suites/Green Room/Level 3	495	17'-6"x26'-2"	8'-6" to 10'	\$ 400.00