



# Meeting Room & Suite Request Form

return to: [bhadley@affi.com](mailto:bhadley@affi.com)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Phone Number

### DEADLINE: NOVEMBER 1, 2019

There are a limited number of suites and meeting rooms at The Cosmopolitan of Las Vegas. All meeting rooms and suites will be assigned and confirmed via email in early December 2019 by AFFI. If you do not receive an assignment, you will be notified by e-mail.

Meeting rooms and suites will be assigned according to the Conferences and Member Services Council priority point system policy based on the following criteria:

- AFFI membership classification;
- AFFI Member Marketing Program Partners;
- Donations to the Frozen Food Foundation;
- Years of membership;
- Number of AFFI-CON attendees at the time of assignment.

Please note that the occupant of the suite or meeting room **must** be registered for AFFI-CON at the time of assignment.

#### MEETING ROOM PAYMENT

Payment is due upon receipt of invoice and paid directly to AFFI. Checks and credit cards accepted.

#### HOTEL SUITE PAYMENT

A credit card is required to reserve your hotel suite. The credit card provided for your suite will be charged a one night hold upon assignment and is non-refundable. Any changes to the suite reservation must be received before February 3, after this date no changes will be accepted.

#### PREFERRED DATES

When assigning meeting rooms and suites, we will do our best to accommodate your preferred check-in and check-out dates. If you want to start meetings or require set-up before 4 p.m. we recommend checking in the day before.

CHECK-IN DATE: \_\_\_\_\_

CHECK-OUT DATE: \_\_\_\_\_

#### RANKING MEETING ROOMS & SUITES

Please rank in order of preference, starting with 1 as your top preference and ending with 4. You must rank each choice. For more information about the suite type and floor plans, please visit the conference website and click on the Conducting Business tab. All room rates are before taxes.

#### Meeting Rooms

\*\*There is a two day minimum purchase required for all meeting rooms.

\_\_\_ **Premium** \$800/day (2 available)  
Prime location and extra large meeting room.

\_\_\_ **Exclusive** \$650/day (7 available)  
Close to The Hub and elevators/escalators

\_\_\_ **Standard** \$550/day (10 available)

\_\_\_ **Suite Only**

#### Suites

Check-in time is 4 p.m - Check-out time is 11 a.m.

\_\_\_ Terrace Suite \$350 (79 available)

\_\_\_ Reception Suite: \$350 (10 available)

\_\_\_ Wraparound Terrace Suite: \$410 (46 available)

\_\_\_ Two-Bedroom City Suite: \$600 (2 available)

Comments:

#### Credit card information

\*Billing address must match with address linked to the card provided

Visa     MC     AMEX

\_\_\_\_\_  
Name (as it appears on card)

\_\_\_\_\_  
C.C. Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
\*Street Address

\_\_\_\_\_  
Apt./Suite #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Country

\_\_\_\_\_  
Signature