

# FUNCTION SPACE REQUEST

Complete the information requested and fax to (562) 799-1098 or  
Email by February 19, 2010

The American Society for Aesthetic Plastic Surgery is holding function space for affiliated events at the Gaylord National Hotel and Convention Center during the April 22 – 27, 2010 Annual Meeting. If you wish to hold a function during these dates, please submit this form to acquire space for your function. We do not allow functions involving surgeons to be held during the Society's scheduled events, Scientific Sessions or Optional Courses. Violation of the Society's policies may result in a loss of preferred booth points.

Please note that Affiliated Events are strictly social and are not educational in nature. If your goal is to promote or introduce products or services, please refer to the Corporate Satellite Symposia criteria or contact Kathie Muehlebach at (562) 799-2356. After February 19, 2010, space requests for sales or staff meetings can be forwarded directly to the hotel.

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

Date: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Room Set Up: \_\_\_\_\_

Number of People: \_\_\_\_\_

Arrangements made by: \_\_\_\_\_

On-site contact: \_\_\_\_\_

Company/Group: \_\_\_\_\_

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

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

Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

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

Return to: Stacey Morrison  
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