INDUSTRY PARTNER EVENT HOST

Hosting a Chapter Meeting provides you the undivided attention of local designers, students, and industry partners. It is an ideal platform to inform and familiarize attendees with your showroom, products and services and to demonstrate what sets your business apart.

Requirements for hosting a Chapter Meeting may include, but are not limited to, the following:

- A/V equipment as needed (ASID can supply some A/V equipment.)
- Food and Drink (NOTE: Wine is considered a must for evening events!)
- Necessary rental items (e.g., chairs, tables, tablecloths, as needed)
- Conference Room or other private space for Chapter Board Meeting which precedes the Chapter event. This room must accommodate 9 people.
- Speaker Fee (if applicable)

COMPANY NAME AND EVENT LOCATION:
_________________________________________________________________________________________
_________________________________________________________________________________________

IP Contact: _________________________________________________________________
Phone: __________________________ E-mail: ____________________________________________

CEU: Yes □ No □ If “YES”, indicate quantity (ex.1) __________________

Maximum number of attendees allowed: ____________________________

Maximum seating for presentation (if applicable): ______________________

A/V Equipment Needed from ASID CA PEN Chapter:
Laptop □ Projector □ Screen □ Microphone/s □ Speaker □

I agree to host a Chapter Meeting and fulfill the requirements as noted above.

______________________________________________________________________________
Industry Partner Host Signature                                                    Date