

HOSPITALITY / SOCIAL FUNCTION TRACKING FORM

BAI PAYMENTS CONNECT CONFERENCE & EXPO • MARCH 12-14, 2012 • LAS VEGAS, NV

INSTRUCTIONS

This form must be completed by any company or individual planning to host an event during BAI Payments Connect Conference & Expo. Please read the Hospitality Information in the Rules & Regulations section of the Exhibitor Planning Guide before completing this form. Tracking form is due by February 15, 2012. Forms may be faxed to: Janet Nowaczyk at 312-683-2495.

Please complete one form per event.

Photocopy as necessary.

RETURN COMPLETED FORM TO:

Janet Nowaczyk
BAI

Fax: 312-683-2495

DEADLINE:
February 15, 2012

QUESTIONS? CONTACT:

Janet Nowaczyk
Telephone: 312-683-2355
E-mail: jnowaczyk@bai.org

FOR OFFICE USE ONLY:

RECEIVED:

ACKNOWLEDGEMENT SENT:

CONTACT INFORMATION

First Name: _____

Last Name: _____

E-mail Address: _____

Company Name: _____

Mailing Address: _____

Address 2: _____

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Daytime Phone: _____ FAX: _____

If providing international numbers, please include country and city access numbers.

HOSPITALITY / SOCIAL FUNCTION INFORMATION

Type of Event: _____

Name of Event: _____

Company Name: _____

Venue / Location: _____

Date of Event: _____

Start / End Time: _____

Approximate Number of Guests: _____

Brief Description of Event: _____

We grant BAI permission to disseminate information about event upon request. Yes No

SIGNATURE

This signature verifies that you have read and fully understand the Hospitality / Social Function Guidelines and will adhere to these guidelines.

Signature

Date

Print Name

HOSPITALITY / SOCIAL FUNCTION GUIDELINES

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BAI realizes the value of networking with current and potential clients outside of the conference events during BAI Payments Connect. In our efforts to partner with you and to assist the city and hotels in reporting and planning, BAI is tracking all events held in conjunction with BAI meetings, regardless of venue choice.

Who can host a hospitality or social function?

ONLY registered 2012 BAI Payments Connect Expo exhibitors and sponsors are permitted to host a hospitality or social function.

When can hospitality or social functions be held?

Exhibitors or sponsors agree to book functions during a time frame that does not conflict with the BAI Payments Connect Conference & Expo official program. However, exhibitors are allowed to hold staff meetings at any time, as long as only exhibitor personnel are involved.

What are the acceptable / approved time frames available for hospitality or social functions?

IMPORTANT: Transportation and registration schedule must abide by the time frames listed below.

Monday, March 12	Tuesday, March 13	Wednesday, March 14
Before 8:30 AM or After 7:00 PM	Before 7:30 AM or After 7:00 PM	Before 8:30 AM or After 12:00 PM

Where can hospitality or social functions be held?

Hospitality and social functions may be held in the venue of your choice. BAI will have to provide approval only to our official hotel prior to releasing space for your event. BAI will offer In-Expo Meeting Rooms (contact your BAI sales representative for more information). Your organization is responsible for all set-up and billing arrangements.

Are you providing shuttle service/transportation for your hospitality or social function?

If yes, please provide Janet Nowaczyk, BAI, (e-mail: jnowaczyk@bai.org, fax: 312-683-2495), at least 30 days prior to event the following information:

1. Name of transportation company
2. Key contact on-site for shuttle buses with telephone number
3. Number of buses being utilized at The Mirage
4. Schedule (include dates and hours of shuttle)

What are the guidelines regarding promotion of your hospitality or social function?

The BAI name, logo and branding of the Conference or other identifying marks may not be used in signs, advertising and promotions. Endorsement by BAI, expressed or implied, is not permitted or intended. BAI is unable to promote your event in Conference materials. However, in an effort to improve customer service and with your permission, BAI will provide details to an attendee when asked specifically about your event (e.g., location).

What is the process?

1. Download and complete Hospitality / Social Function Tracking Form.
2. Fax the signed form to Janet Nowaczyk at 312-683-2495.
3. Janet Nowaczyk will send an acknowledgement for your files.

IMPORTANT:

BAI is not responsible for any contractual agreements made between exhibitors, sponsors or third-party vendors.

QUESTIONS? CONTACT:

Janet Nowaczyk
 Telephone: 312-683-2355
 E-mail: jnowaczyk@bai.org