Any/all companies planning an event to be held during the 20th Annual 340B Coalition Summer Conference in Washington, DC at the Omni Shoreham Hotel or overflow hotels between Sunday, July 10 through and Wednesday, July 13, 2016, must submit a request for approval prior to securing space and/or planning an event.

FEES: PER-ROOM PER-DAY

- 1-25 attendees: $500
- 26-100 attendees: $1,000
- 101-500 attendees: $1,500
- 501-1,000 attendees: $2,000

Disclaimer: By submitting this form, the requestor understands that this event may not be approved should it be in conflict with a 340B Coalition Conference function. Meeting space will be assigned based on availability. All expenses associated with the below event are the sole responsibility of the company listed, not the 340B Coalition. The 340B Coalition does not have any control over meeting room rental fees, set-up fees, labor contracts, food & beverage and audio visual prices, as well as other costs associated with the hotel. Each company is responsible for their own marketing of the event, onsite event signs/directionals, and logistics.

DATE OF REQUEST: _____

CONTACT INFORMATION

Name: _____

Company: _____

Phone: _____

Email: _____

EVENT INFORMATION

Event Name: _____

Event Date: _____

Start Time: _____ End Time: _____

Number of Attendees: _____

Type of Event: _____

Set-up Type *(circle one)*: Theater, Classroom/Schoolroom, Reception, U-Shape, Banquet Rounds, Boardroom

Audio Visual Required: YES or NO

Food & Beverage Required: YES or NO

QUESTIONS?

Contact:

Fred Moxley, Director, Meetings & Exhibits
202-552-5854
fred.moxley@340bhealth.org

Lee-Anne Gabrielli, Project Manager
202-552-5856
lee-anne.gabrielli@340bhealth.org

Internal Use:

Event Space Assigned: _____

Email Completed Forms To:
fred.moxley@340bhealth.org or lee-anne.gabrielli@340bhealth.org