



MANUFACTURER'S HOSPITALITY SUITE REQUEST FORM HILTON AUSTIN

Manufacturer Hospitality Suite Night is a highlight of the Annual Convention and will be held at the [Hilton Austin](#) on Friday, September 18. NIBA has already secured several event spaces to make it as easy as possible for our Manufacturer members to participate and we are excited to offer two methods for to reserve your networking reception space.

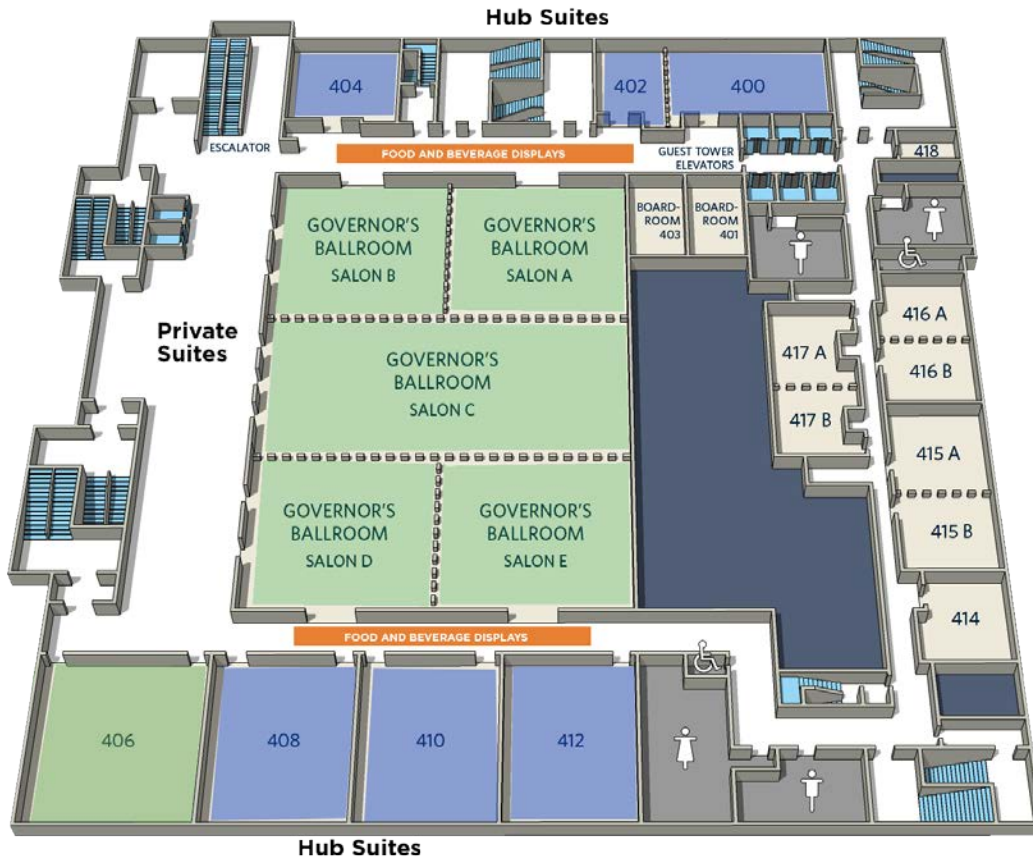
1. **New this year:** Manufacturer Hospitality Suite “Hub”: Several meeting rooms located in the same or parallel corridors of the Hilton Austin will be designated as the Hospitality Suite Hub. NIBA will select and provide light appetizers and standard open bar service will be available in the Hub’s shared foyer space. Each Hub suite host will contribute \$4,000 at the time of the suite reservation to offset shared food and beverage costs. Hub suite organizers may offer additional food, beverage, décor and entertainment within their designated suite area at their own expense. NIBA will assign suite locations within the Hub.
2. **Private Manufacturer Hospitality Suite:** Suite hosts that prefer a more exclusive space and to select their own food and beverage will may select the suite space of their choice.

To request a hospitality suite, please complete this application form, rank your preferred Hub or private suite locations and return to Amanda Stimart at astimart@niba.org. Upon completion of the form, NIBA will confirm manufacturer hospitality suite assignments via email. Once confirmed, NIBA will provide Manufacturer members with the appropriate contact information at the Hilton Austin to coordinate logistical details for their respective hospitality suite.

NIBA manufacturer member hospitality suite terms:

- Requests are accommodated on a first-come, first-served basis. Space is limited.
- Limited to one suite per manufacturer member.
- Large group activities or receptions within hospitality suites cannot compete with the NIBA Annual Convention schedule or programming. Refer to NIBA.org for the complete schedule.
- Any and all décor must be contained inside the assigned hospitality suite, unless approved by NIBA.
- NIBA will provide signage outside each hospitality suite for identification.
- NIBA staff has the right to enter hospitality suites at any time.

A variety of hospitality suites are available. Several spaces may be combined to make larger suites as outlined below. Please rank your top three preferred suite locations according to the map below with 1 being your most preferred location.



MANUFACTURER MEMBER COMPANY _____

SUITE START TIME _____

SUITE END TIME _____

AUTHORIZED SIGNER _____

TITLE _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____

COUNTRY _____

PHONE NUMBER _____

EMAIL ADDRESS _____

PRIVATE SUITE OPTIONS	SQ. FT.	Max Set (Reception)	APPROX. ROOM ACCESS START TIME (Friday, 9/18)
____ Governor's Ballroom A	2505	Approx. 280	4:00 PM
____ Governor's Ballroom B	2515	Approx. 280	4:00 PM
____ Governor's Ballroom C	5486	Approx. 612	4:00 PM
____ Governor's Ballroom D	2512	Approx. 280	4:00 PM
____ Governor's Ballroom E	2505	Approx. 280	4:00 PM
____ 406-RESERVED	1908	Approx. 214	7:00 AM

HUB SUITE OPTIONS	SQ. FT.	Max Set (Reception)	APPROX. ROOM ACCESS START TIME (Friday, 9/18)
___ 400 & 402	2192	Approx. 246	7:00 AM
___ 404	1151	Approx. 129	7:00 AM
___ 408	1551	Approx. 176	7:00 AM
___ 410	1505	Approx. 170	7:00 AM
___ 412	1460	Approx. 170	7:00 AM

NIBA has partnered with a Destination Management Company (DMC) for various elements of the 2020 NIBA Annual Convention. We would be happy to connect you with our DMC contacts if you would like assistance arranging décor/entertainment for your suite.

Yes, I would like NIBA to connect me with their DMC. No thank you, I do not need DMC services.

NIBA will provide signage at registration with the complete schedule of hospitality suites and their locations. Signs will indicate whether your suite is open to all attendees or invite only. Please indicate your preference.

Open to all attendees Invite only.

NIBA will have a table near the registration area for suite organizers to display a handout to promote their suite event. Do you plan to produce and ship a promotional piece? If yes, NIBA will provide shipping instructions and other logistical details as the Convention approaches.

Yes, I will produce and ship a promotional piece. No, thank you.

We are happy to promote your hospitality suite in the NIBA Convention mobile app. If you would like to be listed, please provide a brief description.