



Meeting Room & Suite Request Form

return to: bhadley@affi.com

Reservation Name _____ Contact Name (if different than reservation name) _____

Company Name _____

E-mail _____

Cell Phone Number _____

DEADLINE: NOVEMBER 4 , 2021

There are a limited number of suites and meeting rooms at The Hyatt Regency Dallas. All meeting rooms and suites will be assigned and confirmed via email in mid-December by AFFI. If you do not receive an assignment, you will be notified by e-mail.

Meeting rooms and suites will be assigned according to the Conferences and Member Services Council priority point system policy based on the following criteria:

- AFFI membership classification;
- AFFI-CON advertising, exhibiting & sponsorship;
- Number of AFFI-CON attendees at the time of assignment;
- Years of AFFI membership;
- Frozen Food Foundation Donation.

Please note that the occupant of the suite or meeting room must be registered for AFFI-CON at the time of assignment.

MEETING ROOM PAYMENT

Payment is due upon receipt of invoice and paid directly to AFFI. Checks and credit cards accepted.

HOTEL SUITE PAYMENT

A credit card is required to reserve your hotel suite. The credit card provided for your suite will be charged for the entire stay of the reservation as of February 1, 2022 and is non-refundable. Any changes to the suite reservation must be received before February 1, after this date no changes will be accepted.

PREFERRED DATES

When assigning meeting rooms and suites, we will do our best to accommodate your preferred check-in and check-out dates. If you want to start meetings or require set-up before 4 p.m. we recommend checking in the day before.

CHECK-IN DATE: _____

CHECK-OUT DATE: _____

RANKING MEETING ROOMS & SUITES

Please rank in order of preference, starting with 1 as your top preference and ending with 8. You must rank each choice. For more information about the suite type and floor plans, please visit the conference website at <https://affi.org/affi-con/> and click on Business Meetings. All room rates are before taxes.

Meeting Rooms

**There is a two day minimum purchase required for all meeting rooms.

___ Premium \$750/day

___ Exclusive \$650/day

___ Standard \$550/day

___ Suite Only

Suites

Check-in time is 4 p.m - Check-out time is 11 a.m.

- ___ Studio Suite: \$389 (4 available)
- ___ Executive King Suite: \$479 (19 available)
- ___ Standard Suite: \$499 (40 available)
- ___ Horizon Suite: \$649 (12 available)
- ___ Sunset Suite: \$689 (15 available)
- ___ Balcony or Terrace Suite: \$719 (4 available)
- ___ Presidential Suite: \$809 (1 available)
- ___ Sky Suite: \$849 (3 available)

Comments:

Credit card information

*Billing address must match with address linked to the card provided

- Visa MC AMEX

Name (as it appears on card)

C.C. Number

Expiration Date

*Street Address

Apt./Suite #

City

State

Zip Code

Country

Signature