



# Hotel Unofficial Affiliate Events Form

## FOR USE OF HOTEL SPACE IN BANGKOK

2012 Rotary International 103<sup>rd</sup> Annual Convention

6 – 9 May 2012 – Bangkok, Thailand,

Event Registration Deadline: Monday, 20 February 2012

Fax: +1-847-328-9239 E-mail: [UAE@rotary.org](mailto:UAE@rotary.org)



### EVENT INFORMATION

#### Title of Event

Description (please check one):  Breakfast  Luncheon  Dinner  Meeting  Reception

Room Set:  U-shape  Classroom  Theater  Boardroom  Hollow Square  Banquet  Reception Style

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_ Estimated Attendance: 

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Name of Event Organizer \_\_\_\_\_

Address \_\_\_\_\_

District Number \_\_\_\_\_

City, State, Country, and Zip Code \_\_\_\_\_

Telephone (country/city codes) \_\_\_\_\_ Fax (country/city codes) \_\_\_\_\_ E-mail Address \_\_\_\_\_

### SERVICES, SPACE ALLOCATION, AND PAYMENT TERMS

As the unofficial affiliate event (UAE) organizer, you will be responsible for all associated costs including but not limited to venue rental, audiovisual equipment, security, and food and beverages as well as all negotiations, arrangements, and liability for the event. Final payment for all events will be made directly to the venue and will be subject to state and local taxes and gratuities. The organizer hereby acknowledges that Rotary International is a separate entity, from the Venue and the Organizer and that the Organizer does not have the right, power or authority to bind or obligate Rotary International.

Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### ADDITIONAL INFORMATION

Briefly describe the objective of your event and the intended audience \_\_\_\_\_

Will tickets be available for purchase onsite (at the door) for your event?

(Please check)  Yes  No

Do you want Rotary International to publish details of your event in the *Official Program Book*? If you check **yes**, your event details also will be posted to [www.rotary.org/convention](http://www.rotary.org/convention) prior to publication.

(please check)  Yes  No

### VENUE DETAILS – Please Complete Before Submission

Venue Name and Contact \_\_\_\_\_

Room Name, Floor Number \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Total Cost of Events \_\_\_\_\_