



340B Coalition Summer Conference



Celebrating 25 years of the 340B Program

JULY 9-11 | WASHINGTON, DC

## FUNCTION SPACE REQUEST FORM

\*\*\*\*\* Please note that there is a limited amount of meeting space at the Omni Shoreham Hotel \*\*\*\*\*

Any/all companies planning an event to be held during the 340B Coalition Summer Conference in Washington, DC at the Omni Shoreham Hotel between Sunday, July 8 and Wednesday, July 11, 2018, must submit a request for approval prior to securing space and/or planning an event. Once space has been assigned, the 340B Coalition will add the appropriate fee to your company's exhibit account, and will introduce you to an events specialist at the hotel that will help with logistics (see disclaimer below for more information). Note that these function spaces are for client meetings and/or receptions; if you are interested in showing a demo, please click [HERE](#) for more information.

**FEES: PER-ROOM PER-DAY (not including hotel rental fees).**

- 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 signage/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:** \_\_\_\_\_

**Audio Visual Required:** YES \_\_\_\_\_ NO \_\_\_\_\_  
**Food & Beverage Required:** YES \_\_\_\_\_ NO \_\_\_\_\_

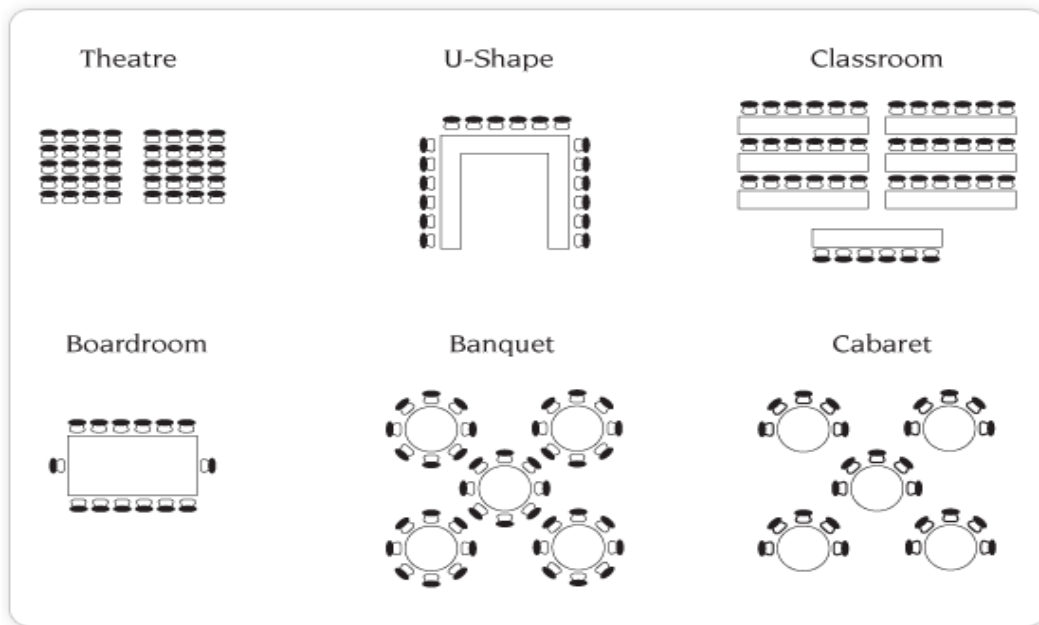
### EVENT TYPE/SET-UP (see image on second page)

**Set-up Type (select one):** \_\_\_\_\_ Theater \_\_\_\_\_ Classroom/Schoolroom \_\_\_\_\_ Reception \_\_\_\_\_ U-Shape  
 \_\_\_\_\_ Boardroom \_\_\_\_\_ Banquet Rounds

## Other Special Requests

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**Please reach out with questions:**

Carla Williams, Senior Manager of Events

Phone: (202) 552-5854

Email: [carla.williams@340bhealth.org](mailto:carla.williams@340bhealth.org)

Internal Use:

Event Space Assigned: \_\_\_\_\_