CoreNet Global
2014 North American Summit
Gaylord National Resort
Washington, DC
Chapter Reception Order Form

CoreNet Global has reserved a very limited number of function rooms for chapters to host receptions from 4:00 PM – 5:00 PM on Sunday, October 26, 2014. If your chapter(s) would like to host an event please return this form to Gary Wright via e-mail to gwright@corenetglobal.org no later **than Tuesday, July 21, 2014** to secure one of the available rooms.

Reception rooms will be located at the host hotel, the Gaylord National Resort and Convention Center, and will be assigned on a <u>first-come, first served basis</u>. The chapter contact/coordinator will be notified of the reception room assignment by August 8, 2014. The contact/coordinator will also be provided with contact details to discuss ordering décor, food and beverage directly with the hotel. All expenses associated with your chapter reception will be invoiced by CoreNet Global to the chapter. Payment will be due within 30 days of receipt.

☐ **Yes,** we would like to hold a chapter reception during the CoreNet Global Summit. We understand that our chapter will be coordinating the décor, food and beverage directly with the hotel contact provided by CoreNet Global and we understand that our chapter will be responsible for any reception-related expenses and will receive an invoice from CoreNet Global reflecting the charges. We acknowledge that payment will be expected within 30 days of receiving the invoice.

☐ **No**, we do not plan on holding a chapter reception at this time.

Chapter Name	
Chapter Contact	
Contact Telephone	
On Site Contact (if different)	
On Site Telephone	
Telephone	
E-mail	
Estimated Attendance at Summit	

** **Posting Instructions**: Please indicate below ==exactly== how you would like your reception to be posted on both the welcome signage as well as in the Summit Program:

For CoreNet use only:

Date Request Received: _____   Approved by: _____
Date Request Approved: _____   Denied by: _____
Date Request Denied: _____   Space Assigned: _____
Reason of Denial: _____