2012 PIUG NE Meeting

**WORKSHOP: MEETING AND FOOD & BEVERAGE REQUEST FORM**

We hereby apply for workshop privilege and space for the 2012 NE PIUG Conference, held at The Heldrich Hotel in New Brunswick NJ on October 23, 2012, and workshops on October 22 (STN patent forum) and October 24, 2012, and agree to abide by all regulations given in this Application and by the Sponsorship Agreement if applicable.

**ON-SITE CONTACT INFORMATION**

**Workshop Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company / Organization (“Workshop Host”):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**E-MAIL:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**FAX:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CELL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEETING ROOM INFORMATION**

**NAME OF FUNCTION (for signage):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROOM SET UP (will be CLASSROOM unless otherwise requested):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DAY/DATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**START TIME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM **END TIME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM

**ANTICIPATED NUMBER OF ATTENDEES:**\_\_\_\_\_\_\_\_\_\_\_

* This is an important estimate as a flat fee will be charged for all of the food and beverages for the day per attendee.

**Should meeting be listed on hotel reader board:** yes no

**FOOD AND BEVERAGE REQUIREMENTS**

**Break refreshments are replenished throughout the day so that even if time for a break is not calculated into the workshop time, refreshments are available before, during and after the workshop.**

**BILLING**

If your training session has been approved by the PIUG Committee, you must:

* Contact Tom MacMahon (212-673-5259, tommacmahon@comcast.net) of Event Production Resources Inc. to arrange for your AV needs.
* Contact Susan Gallagher (732-214-2229, sgallagher@theheldrich.com) of the Heldrich Hotel for room setup.

Fees for Workshop: All costs related to the workshop (room, food, beverages and AV equipment and services) are the responsibility of Workshop Hosts. The hotel and Event Production Resources Inc. will bill for payment.

* You will be dealing directly with the Event Production Resources Inc. for AV related costs.
* You will be billed by PIUG for related room, food and beverages depending on the number of attendees registered for your workshop and workshop time assigned.
	+ *A flat fee will be charged for all of the food and beverages for the day per attendee and those charges will be allocated fairly among the various workshop hosts.*

**RETURN (e-mail, pdf format) BEFORE August 31, 2012 TO: shelley dot pavlek @ bms dot com**

**PIUG 2012 Workshops**

Preference will be given to training sessions vs. sales/product presentations.

Processes for arranging a workshop:

* Submit the request form
* We will do our best to accommodate date and time preferences, but can not guarantee all requests will be met.
* Time requested should include setup and takedown.
* PIUG NE Planning Committee will review each request
* Workshop hosts are responsible for all costs pertaining to the workshop. This includes the room, food, beverages, AV equipment and services.

#### Dates Available

##### Wednesday October 24 (3 rooms available but more may be available)

**Registration**

Workshop Hosts will handle their own registration

**Cancellations**

Cancellations by Workshop Hosts will be accepted only at the discretion of PIUG. All cancellation requests must be made and submitted **FOUR** weeks prior to the event.

**Deadline**

Requests for workshop space will be accepted only **until August 31, 2012**.

**Additional Workshop Information:**

PIUG does not guarantee the Hotel will accommodate your equipment or other service needs. If the equipment provided by the Hotel does not work, you are still responsible to the Hotel for payment. PIUG assumes no responsibility for payment for phone lines and does not guarantee their availability. PIUG is not responsible for the service provided by any outside telecommunications company and is not responsible for any charges for telecommunications lines that you may choose to request. You may also be responsible for arranging an internet service provider (ISP). PIUG assumes no responsibility for the costs or services of an ISP.

Workshop Hosts will need to supply any poster boards, charts, computer equipment, or other equipment needed to demonstrate their product. Please bring phone cords and electrical extension cords. The Workshop Host will be responsible for any additional charges related to these items.

Workshop Hosts are responsible for their own travel and Hotel arrangements, expenses, and any local or long distance telephone calls.

**General Restrictions in Operation of Workshops**

PIUG reserves the general right to restrict any workshop because of noise, method of operation, or any reason that is judged dangerous or objectionable, and also to prohibit, or to evict, any workshop which is considered to detract from the general character of the workshops as a whole. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by PIUG. In the event of such restriction or eviction, PIUG is not liable for any refund of rental or other workshop expenses.

**Restrictions in Use of Space**

All demonstrations, interviews, or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the workshop meeting room. The Workshop Host agrees not to assign, sublet, or share, the whole or any part of his/her assigned space without any prior knowledge and written consent of PIUG. No Workshop Host is permitted to show goods other than those manufactured or dealt in the regular course of business.

**Shipments, Deliveries and Handling**

**Shipments**: Workshop Hosts are responsible for any shipping costs for your printed materials or other equipment, as well as, any storage, delivery or handling costs for your equipment and/or supplies. Please be sure to address the shipped materials to someone in your group who will be there to receive them. **Do NOT address materials to PIUG.** PIUG is not responsible for receiving materials. PIUG is not responsible for any lost or stolen materials.

**Deliveries.** Special arrangements with the Hotel must be made for receiving any equipment, goods, displays or other materials which will be sent, delivered or brought into the Hotel. (This excludes delivery of any food or beverage items that are also sold or furnished by the Hotel. The Hotel will not accept delivery of such items.) Failure to do this may result in deliveries being refused or materials being unavailable when required.

Shipments are to arrive no sooner than two (2) working days from the first day of the event. Each box must weigh less than 35 lb. Any materials being sent to the Hotel must be marked as follows:

The Heldrich Hotel

10 Livingston Avenue

New Brunswick NJ 08901

HOLD FOR: (*Name of On-site Contact/Company*)

 (*Group, Conference or Seminar Name*)

 (*Date of Function*)

 (*Number of Boxes, ex: 1 of 2*)

RETURN ADRESS: (*Complete Company and Contact name*)

Materials to Meeting/Function/Exhibit space is based on the following scale:

0 – 10 Boxes …………….. $ 0.00 – complimentary

Additional boxes …………. $10.00/box

To follow up on package arrivals or shipments please contact the Heldrich Hotel New Brunswick Shipping and Receiving Department at 732-214-2259 (Tom Magarban) during regular business hours.

**Catering Policy**

All food and beverage arrangements must be made through the Hotel. Only Hotel purchased food and beverage can be served on Hotel property.

**Liability**

Workshop Host shall be fully responsible to pay for any and all damages to property owned by Hotel, its owners or managers which results from any act or omission of Workshop Host or any of Workshop Host‘s contractors, subcontractors, employees or agents.  Workshop Host agrees to defend, indemnify and hold harmless, Hotel, PIUG, and their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Workshop Host‘s use of the property.  Workshop Host's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Workshop Host, its agents, employees, and business invitees which arise from or out of the Workshop Host's occupancy and use of the workshop premises, the Hotel or any part thereof.

Workshop Host assumes responsibility and agrees to indemnify and defend PIUG and the Hotel and their respective owners, management companies, employees and agents against any claims or expenses arising out of the use of the workshop premises at the Hotel.

Workshop Host understands that neither PIUG nor the Hotel maintains insurance covering the Workshop Host’s property and the Workshop Host agrees to obtain such insurance policy or policies.

PIUG shall not be liable for damage or loss to the Workshop Host’s properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise. Workshop Host shall insure its own workshop materials. PIUG assumes no liability for any injury that may occur to visitors to the workshop, Workshop Host or its agents and employees.

Workshop Host is strictly prohibited from engaging in any activity or activities on the Hotel property or possessing or bringing any materials or items to the Hotel and the Hotel property which involve or contain, or constitute, directly or indirectly: (i) any form or type of pyrotechnics, fireworks, flares, flames, or other flammable or explosive materials or items, or (ii) any Hazardous Substances.

Workshop Host is responsible for the security of its workshop room equipment. Please plan appropriately. PIUG assumes no responsibility for lost or stolen equipment or supplies.

Print Name/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_