

# "AFTER HOURS" APPLICATION FORM

Upon filling out this application, HOST has read, understands and agrees to the terms and policies set forth in "Exhibitor Guidelines".

**IMPORTANT:** Filing this form **DOES NOT** confirm the availability or use of space at the events.

## Administrative Use Only

Assigned: \_\_\_\_\_

Dates: M T W F S

Confirmed/Invoiced: \_\_\_\_\_

Paid: \_\_\_\_\_

HOST (Company or Organization): \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### Request is for:

\_\_\_\_\_ **Five Nights** = \$1125

\_\_\_\_\_ **Three Nights** = \$675

\_\_\_\_\_ **Two Nights** = \$500

\_\_\_\_\_ **One Night** = \$250

### Size Room Needed:

("theater" seating capacity)

\_\_\_\_\_ 50 - 80

\_\_\_\_\_ 80 - 100

\_\_\_\_\_ More than 100 (Extra Fees May Apply)

### Requesting space in:

\_\_\_\_\_ Convention Center

\_\_\_\_\_ Renaissance Hotel

### I will want to use the following services in hosting my private event.

- Indicating you want to use a "sound system" in your room will affect room placement due to sound bleed considerations.

**Sound System**     **Lighting**     **Staging**     **None, completely acoustic space**

\*\* If you are requesting any of the above mentioned services, IBMA will provide the proper facility and contacts to coordinate such. Securing reservations, delivery, pick-up, storage and payment for any of these services must be handled directly with the suite host and the service provider and is not the responsibility of IBMA.

**YES** ....this is an open event to all attendees and I want it included in IBMA's "After Hours" promotions

**NO**.... this event is NOT open to all attendees and I do not want it included in IBMA's "After Hours" promotions

**IMPORTANT: Please indicate on the reverse side any and all dates and time slots you have interest in reserving a meeting room for.**

If IBMA can confirm space, the organization will issue a contract, request payment and ask for any listing of artists scheduled to appear that you want included in the program at that time.

### RETURN FORM TO:

IBMA (attn: After Hours)  
**Email:** [jill@ibma.org](mailto:jill@ibma.org) **Fax:** 615-256-0450  
2 Music Circle South Ste 100  
Nashville, TN 37203

**APPLICATION DEADLINE: July 9, 2010**

MORE ON REVERSE

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**DATE/TIME(S) SPACE REQUESTED**

**TYPE OF FUNCTION PLANNED**

*(Check all that apply)*

<b>Monday 9/27/2010</b>	
<input type="checkbox"/> 11:00 pm-2 am (night)	<input type="checkbox"/> Artist(s) Showcase(s) and/or Hospitality Open to All Attendees <input type="checkbox"/> Invitation Only Function
<b>Tuesday 9/28/2010</b>	
<input type="checkbox"/> 8:30 am – 9:15 am (morning) <input type="checkbox"/> 6:45 pm – 7:30 pm (evening) <input type="checkbox"/> 11:00 pm – 2 am (night)	<input type="checkbox"/> Artist(s) Showcase(s) and/or Hospitality Open to All Attendees <input type="checkbox"/> Invitation Only Function
<b>Wednesday 9/29/2010</b>	
<input type="checkbox"/> 8:30 am – 9:15 am (morning) <input type="checkbox"/> 6:00 – 7:00 pm (evening) <input type="checkbox"/> 11:00 pm – 2 am (night)	<input type="checkbox"/> Artist(s) Showcase(s) and/or Hospitality Open to All Attendees <input type="checkbox"/> Invitation Only Function
<b>Thursday 9/30/2010</b>	
No Timeslots Available	
<b>Friday 10/1/2010</b>	
<input type="checkbox"/> 11:00 pm – 2 am (night)	<input type="checkbox"/> Artist(s) Showcase(s) and/or Hospitality Open to All Attendees <input type="checkbox"/> Invitation Only Function
<b>Saturday 10/2/2010</b>	
<input type="checkbox"/> 11:00pm – 2 am (night)	<input type="checkbox"/> Artist(s) Showcase(s) and/or Hospitality Open to All Attendees <input type="checkbox"/> Invitation Only Function

\*\*\* **NOTE:** All after hours functions **ARE LIMITED TO AND MUST ADHERE TO THESE TIME FRAMES.** If functions run over times confirmed, extra fees may be assessed and/or additional use privileges may be revoked.

**Y or N** If space is **NOT** available on night(s) requested, please contact me about options on other nights

**RETURN FORM TO:**

IBMA (attn: After Hours)  
**Email: [jill@ibma.org](mailto:jill@ibma.org)** **Fax: 615-256-0450**  
 2 Music Circle South Ste 100  
 Nashville, TN 37203

**Please submit form as soon as you know you would like space assignment.**

**APPLICATION DEADLINE: July 9, 2010**

MORE ON REVERSE