

# 2024 Function Space Request Form

Conference Days: March 18-22, 2024

Exhibition Days: March 19-22, 2024

Secure a dedicated space to hold a unique function or meeting based on your needs. Function space is available on a first-come, first-served basis, with priority going to sponsors and exhibitors. Submit a separate form for each individual space request.

## Function Space Options:

- Half Day: 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm
- Full Day: 8:00 am to 5:00 pm
- Evening: 6:30 pm to Midnight

## Food & Beverage Minimums for all Function Space Use:

- Half Day: \$1,000
- Full Day/Evening: \$2,000

## Function Space Fees:

- |             |                        |                    |                   |
|-------------|------------------------|--------------------|-------------------|
| • Half Day: | Sponsor: Complimentary | Exhibitor: \$500   | Standard: \$1,500 |
| • Full Day: | Sponsor: Complimentary | Exhibitor: \$1,500 | Standard: \$4,500 |
| • Evening:  | Sponsor: Complimentary | Exhibitor: \$500   | Standard: \$1,500 |

## Function Space Requests:

Preferred Date

Preferred Time      Half Day AM      Half Day PM      Full Day      Evening

Expected Attendance

Type of Event

Room Set-Up

Food & Beverage Requested

Contact Name:

Company Name:

Email:

Phone:

## Terms and Conditions:

- CSUN's Center on Disabilities approves all function space at the hotel and reserves the right to cancel a function space if the space hosts an event that is in direct conflict with the Conference or Exhibition events.
- Initial request is limited to one option only. Requests for multiple options or days may be accommodated, based on availability.
- Notifications will be sent approximately 8 weeks prior to the Conference. If approved, you will receive an agreement/payment form at that time.
- Function space fees must be paid within 5 business days after approval and are non-refundable.
- A minimum food and beverage service is required for all function space. The minimum is based on time period. Food and beverage will be contracted directly with the Anaheim Marriott.
- CSUN's Center on Disabilities is only providing the Function Space. Requester is responsible for any additional needs or services including, but not limited to, all food and beverage service, custom furnishings, audio/visual equipment, etc.

**Submit form to: [conference@csun.edu](mailto:conference@csun.edu)**