



Hospitality Information &. Policies

Please Read and Return Signature on Page 3 with the Suite Request Form

Food and Beverage

- All food and beverage must be ordered from hotel's current menu.
- Hospitality orders must be arranged a minimum of ten (10) business days in advance. Orders placed within ten (10) business days will be considered a **Pop-Up Request** and will be subject to a fee of **\$500.00+** daily for all food and beverage orders. This fee is subject to an 8.9% Georgia State Tax.
- No outside Food & Beverage Is allowed. Any outside Food & Beverage detected will be considered a violation and subject to a fee of **\$750+ /day**. This fee is subject to an 8.9% Georgia State Tax.
- For concerns regarding additional food or refreshes of food on the day of function, please contact your Event Sales Manager.
- Alcoholic and non-alcoholic beverages in hospitality suites are by the bottle and are not billable on consumption basis. Once sold, cannot be returned for credit.
- Should you require beverages sold on a consumption basis a bartender is required. Bartender fee of **\$175.00+** will be applied to final bill. This fee is subject to an 8.9% Georgia State Tax.
- Guarantees for suite events are required no later than 12:00 Noon three (3) business days prior to the event. After this day, we may be able to increase: however, you will no longer be able to reduce your numbers
- Cancellation of any food or beverage events or items must be received by 12:00 Noon three (3) business days prior to the event. Failure to cancel prior to this timeframe will result in automatic posting of charges for items ordered to your account.

Suite Setup

- Existing Furniture Removal/Return & Storage Fee: **\$500+**. This fee is subject to an 8.9% Georgia State Tax.
- Additional Equipment Fee: **\$300+** will be charged to add any additional seating/tables for your meeting inside a suite. This fee is subject to an 8.9% Georgia State Tax.
- After the function / suite has been set, changes that are requested may incur an additional "re-set" fee of **\$500+**. This fee is subject to an 8.9% Georgia State Tax.
 - Note: Not all suites have the ability to allow additional furniture to be brought in. Please reach out to your Events Sales Manager for more information.
 - Above fees will increase to **\$500** for any set up changes received within five (5) business days of arrival.

Internet and Power



- Most rooms have limited power. For any special equipment power needs, please consult PSAV at 404-460-6550.
- Guest room basic internet is complimentary for hotel guests. Should a guest choose to upgrade to premium (faster speed for downloading and streaming), a \$5 per 24 hour period would apply to that guests room charges per connection.

Hotel Check-in

- Check-in is at 4:00pm and checkout is at 11:00am, unless prior arrangements have been made.
- Suite numbers are not available in advance. Suite number will be provided upon check-in.
- In-Room Dining, Front Desk, PBX/Communication Operators, Concierge, and Bellmen will all have a listing of all suites so as to direct guests who may ask to the appropriate suite.
- Hotel readerboards can display meeting/event times and locations complimentary

Payment

- Credit Card – Should the Group choose to settle their account via credit card, a full pre-payment of estimated charges including a twenty percent (20%) contingency overage would be due to the hotel ten (10) business days prior to the start of the event(s). The 20% contingency allows you to make changes onsite. If we do not need to use any of the funds, 100% of the monies will be refunded
- Company Check – Should Group prefer to pre-pay via company check, the above noted full estimate plus 20% contingency overage would be due to hotel for processing ten (10) business days prior to the start of the event(s). Personal checks will not be accepted.

Signage

- Fire code prohibits any easels or signage in guestroom / suite hallways or elevator banks. You may affix a professionally made 8.5 x 11 with approved adhesive method outside your suite and place on the wallpaper area next to the door. All other signage will be removed.

Additional Policies

- Only music of an acoustic nature or background music from the existing stereo system is permitted during functions. Functions that include a live DJ or live amplified music will be shut down by Hotel Management.
- Hospitality suite functions cannot be scheduled or extend past 9:00pm due to noise ordinance. Hotel quiet hours are 9:00pm – 7:00am.
- The hotel reserves the right to close a function, regardless of time, should the number of attendees increase beyond a reasonable capacity for the suite; or the noise level exceeds acceptable limits in the sole opinion of the hotel.



- In the event that the Hotel must compensate any other hotel guests due to noise complaints, those charges shall be placed on the master folio of the suite holder.
- Pads and Pens will NOT be delivered to suites.
- The client is responsible for any damages done to the suite, or any other part of the hotel by your customers, employees, independent contractors, or other agents under your control.

Client Signature / Date

Signature IS Necessary to Book Suites

Client Name and Company Name

2020 NPFDA Annual Convention Hospitality Suite Request Form January 27–30, 2020 | Hyatt Regency | Atlanta, GA

Name *and contact information of person who will be the **Food and Beverage contact on site:***

Company:	E-Mail: *Required for event communication	
Mailing Address:		
City:	State:	Zip Code:
Phone Number:	Fax Number:	
Arrival Date:	Departure Date:	

Important!! Please answer all questions! Mandatory to book suite - No suites will be assigned until we have all info.

- Will this suite be used for hospitality Yes No • May NPFDA publish your suite #, dates and times of operation? Yes No
- Will you require food and beverage service? Yes No *If yes, you will be contacted by the Hyatt's Hospitality Dept.

• Suite times of operation each day:
 Times or "Appt Only"
PLEASE FILL OUT THIS SECTION >>>:

Monday, January 27th:	Tuesday, January 28th:
Wednesday, January 29th:	Thursday, January 30th:

• Please See the Suite Policies on following pages. Please Sign and return page 4 with the suite reservation form. Please read as failure to follow policies could result in additional fees charged by the HYATT.

<input checked="" type="checkbox"/>	Suite Type	1 Bedroom Options	2 Bedroom Options
	Crown	1 Bedroom \$410.00 <input type="checkbox"/>	2 Bedrooms \$525.00 <input type="checkbox"/>
	Panorama	1 Bedroom \$410.00 <input type="checkbox"/>	2 Bedrooms \$525.00 <input type="checkbox"/>
	Deluxe Panorama	1 Bedroom \$500.00 <input type="checkbox"/>	
	Premium Deluxe Panorama (2015/2035)	1 Bedroom \$595.00 <input type="checkbox"/>	
	International	1 Bedroom \$580.00 <input type="checkbox"/>	2 Bedrooms \$730.00 <input type="checkbox"/>
	Suite 2227	1 Bedroom \$695.00 <input type="checkbox"/>	
	Three-Bay (17th floor)	1 Bedroom \$999.00 <input type="checkbox"/>	2 Bedrooms \$1,149.00 <input type="checkbox"/>
	Coretta Scott King Suite	1 Bedroom \$1,229.00 <input type="checkbox"/>	
	VIP Atrium Tower Peachtree Suite	1 Bedroom \$1,340.00 <input type="checkbox"/>	2 Bedrooms \$1,490.00 <input type="checkbox"/>
	VIP Atrium Tower San Francisco Suite	1 Bedroom \$1,340.00 <input type="checkbox"/>	2 Bedrooms \$1,490.00 <input type="checkbox"/>
	VIP International Tower Payne Suite	1 Bedroom \$1,540.00 <input type="checkbox"/>	2 Bedrooms \$1,690.00 <input type="checkbox"/>
	VIP International Tower Young Suite	1 Bedroom \$1,540.00 <input type="checkbox"/>	2 Bedrooms \$1,690.00 <input type="checkbox"/>
	Executive Conference Suite 223	2nd Flr*No Bedroom*Hospitality Only <input type="checkbox"/>	\$780.00
	Executive Conference Suite 222	2nd Flr*No Bedroom*Hospitality Only <input type="checkbox"/>	\$780.00
	Executive Conference Suite 219	2nd Flr*No Bedroom*Hospitality Only <input type="checkbox"/>	\$880.00
	Executive Conference Suite 226	2nd Flr*No Bedroom*Hospitality Only <input type="checkbox"/>	\$880.00

Reserve with Credit Card: Visa MasterCard AMEX *Card will NOT be charged in advance, but **is required**.

Credit Card #: _____ SEC Code _____ Exp. Date: _____

Cardholder Name (Please Print): _____

Billing Address _____

City, State, Zip _____

Billing address is where the credit card bills are mailed. Please confirm that the address above is the billing address.

Signature (required): _____ Print Name _____

* * IMPORTANT!!! Suites are limited and members who had suites in 2019 have first option

* Reserve on time * Suites will be released to all members after November 15, 2019

Suite Reservation Deadline: Suite reservations must be made by **December 6, 2019**.

Suite holders from 2019 have first option until **October 1, 2019 5 PM**. Suites may then be requested by those on the waitlist.

Suite Cancellation Policy: NO cancellations will be accepted after **December 13, 2019**. Cancellations after **December 13, 2019** will result in a one night stay charge. Additional charges will be incurred from the Hyatt Regency Atlanta for cancellations within 72 hrs of arrival date. Cancellations must be in writing to NPFDA via fax or email below.

Substitutions/Changes: No changes will be accepted after **December 31, 2019**

Return form with signature page above (pg 3) to: Fax to 770-535-7385 or Email to info@npfda.org