

HARDI

HEATING AIR-CONDITIONING REFRIGERATION
DISTRIBUTORS INTERNATIONAL

General Event Policy Information

HARDI must approve all hospitality and meeting functions that are to take place in conjunction with our 2024 Annual Conference. The Atlanta Marriott Marquis hotel is not at liberty to approve an event without HARDI's permission. As a matter of Association policy, the Board of Directors requires that any sponsored hospitality event offered in public function rooms or suites may not begin prior to 5:00pm and are not to conflict with scheduled programming of the conference.

Meeting and event space is limited at this location, so space remains available on a first come first served basis.

BRANDING/SIGNAGE GUIDELINES:

Signage promoting hospitality events can only be displayed the day of the event and near your event location. Hospitality hosts are not permitted to display any type of branding in the lobby. Such signage is prohibited by the hotel and will be removed. We ask that event hosts do not obstruct HARDI branding, directional signage, or informational signage located at or near the registration desk. HARDI reserves the right to adjust all signage placement.

Please review additional HARDI conference policies [here](#).

Please fill out the following information and submit it to our Event Planner, Alexis Dick, at adick@hardinet.org.

Company Name: _____ Contact Name: _____

Company Phone #: _____ Contact Email: _____

Type of Event: Reception Staff Meeting Event Date: _____

Preferred Event Time & Duration: _____

In case this time doesn't work, what is your requested backup time: _____

Attendee Count: _____ Is this event public or private: Public Private

If public, do you want it listed on the attendee app where all attendees can view and attend?

Yes No

By signing this form, you're agreeing to HARDI's guidelines and policies.

Print Name: _____ Date: _____

Signature: _____