



N A N P A

### **Banquet Seating Policy**

NANPA Annual Awards Banquet Seating Policy Saturday - February 22, 2003

#### **Individual Seating:**

- ❖ Take the banquet card from your on-site registration materials to the **Banquet Table Assignment Booth**
- ❖ Exchange the banquet card for a table assignment ticket
- ❖ The table assignment ticket will admit you to the banquet
- ❖ Those people who have **not** exchanged their banquet cards for table assignment tickets by the time the booth closes, check with NANPA staff at the registration booth for any available openings.

#### **Group Seating:**

- ❖ Have one person from your group gather all banquet cards from each persons on-site registration materials
- ❖ That person representing the group will exchange all of the banquet cards for table assignment tickets at the **Banquet Table Assignment Booth**
- ❖ Then return the table assignment tickets to each person in your group then used for admission to the banquet

#### **Banquet Table Assignment Booth**

##### **Location & Hours of Operation:**

Seating assignments must be reserved at the Banquet Table Assignment Booth, which will be located near the Registration area in the hotel and Convention Center. Booth hours:

**Tuesday – 4:00 PM – 8:00 PM (Hotel)**

**Wednesday - 7:00 AM - 7:00 PM (Hotel)**

**Thursday – 7:00 AM – 6:00 PM (Convention Center)**

The booth closes promptly at 6PM on Thursday and all exchanges must be complete at this time.

##### **Additional Policies:**

- ❖ Those people who have **not** exchanged their banquet cards for table assignment tickets by the time the booth closes, check with NANPA staff at the registration booth for any available openings.
- ❖ Exchanges will be on a *space available first-come first-served* basis, so exchange your tickets early for the best options!

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