ISPA CONFERENCE

2026 HOSPITALITY EVENT REQUEST

Thank you for your interest in hosting a hospitality event during the 2026 ISPA Conference. ISPA invites participating exhibitors and sponsors to host events during the ISPA Conference, outside of official Conference hours. An event meeting ISPA guidelines will be considered an ISPA Approved Event and will be published on the official Conference website with select information provided by the hosting member. Members holding an ISPA Approved Event may display an official ISPA Approved Event logo on all event invitations, collateral and signage, indicating to attendees that the event is sanctioned by the International SPA Association.

To submit your event for consideration, please review and return the attached request form to **jessica.roberts@ispastaff.com.**

CONTACT INFORMATION

Name of Company Hosting Event: _____
Address: _____
City/State/Postal Code: _____
Country: _____
Phone: _____ Website: _____
Contact Person: _____ Title: _____
Office Phone: _____ Mobile Phone: _____
Email: _____

EVENT DETAILS

Type of Event: _____
Name of Event: _____
Date(s) of Event: (Please see page 2 for permissable event times)

- ☐ Saturday, March 28 Start Time: _____ End Time: _____
- ☐ Sunday, March 29 Start Time: _____ End Time: _____
- ☐ Monday, March 30 Start Time: _____ End Time: _____
- ☐ Tuesday, March 31 Start Time: _____ End Time: _____
- ☐ Wednesday, April 1 Start Time: _____ End Time: _____
- ☐ Thursday, April 2 Start Time: _____ End Time: _____
- ☐ Friday, April 3 Start Time: _____ End Time: _____

Brief Description of Event: _____
Other companies affiliated with event: _____
Do you need assistance securing space? Yes ☐ No ☐
Do you plan to have paid sponsors/supporters? Yes ☐ No ☐
Will you charge a fee to attend? Yes ☐ No ☐
Location of Event: _____
Is the event invite-only or open to all attendees? Invite-only ☐ Open to all attendees ☐
What means of communication will you use to invite guests? _____
Anticipated attendance: _____
Organizer of Event (if different than the hosting company): _____
Name of Company: _____
Contact Person: _____ Contact Phone: _____
Contact Email: _____

This signature verifies you have read and fully understand the following Hospitality Event Guidelines and will adhere to these guidelines when planning and executing an event during the ISPA Conference.

Signature: _____ Date: _____

Print Name: _____

2026 ISPA CONFERENCE HOSPITALITY EVENT GUIDELINES

Hospitality Event designation
A hospitality event is any organized function, including, but not limited to, meetings, product demonstrations, meals, receptions or parties.

The 2026 ISPA Conference is a non-cash and carry show. This applies to any Hospitality Event held in conjunction with Conference or involving ISPA conference attendees.

Eligible Hospitality Event hosts
Current ISPA Conference exhibitors, sponsors and member organizations are eligible to host hospitality events during the 2026 ISPA Conference.

May more than one company host a hospitality event together?
ISPA members may host joint events or be affiliated with another member's event, as long as all involved parties are exhibitors or sponsors of the 2026 ISPA Conference and are noted on the Hospitality Event Request Form.

When may Hospitality Events be held?
Out of respect for and in support of all exhibitors and sponsors, hospitality events may only be held outside of official Conference hours.

2026 ISPA CONFERENCE HOURS

Monday, March 30	4:30 pm – 6 pm
Tuesday, March 31	7 am – 5:30 pm and 8 pm – 11 pm
Wednesday, April 1	7 am – 5 pm
Thursday, April 2	7 am – 2:30 pm

How are hospitality events promoted by ISPA?
Private/invitation-only approved hospitality events will be listed on **attendISPA.com** for attendee reference with the company name and date only. Companies who wish to promote an open invitation event may share additional details.

Members with approved events will be sent an Approved ISPA Event Logo, to use on all invitations, collateral and signage. This will indicate to attendees that the event has been sanctioned by the International SPA Association.

What are the guidelines regarding promotional materials and signage?
Any event held without approval or held in conjunction with or by a company that is not an offical participant of the ISPA Conference may be subject to penalties or restrictions as deemed necessary by the ISPA Board of Directors.

How do I gain approval to host a Hospitality Event?
Complete the Hospitality Event Request Form and return to ISPA: **jessica.roberts@ispastaff.com**

An ISPA staff member will contact the individual listed on the form with confirmation and further details.

By signing below, company representative agrees to promptly notify ISPA of any changes impacting the event, including event day, scheduled times and companies affiliated with the event.

SUBMITTED BY:

_____
Name

_____
Title

_____
Submission Date

Confirmation of ISPA Approval:

_____

_____
Approval Date