



AFFILIATE MEETING SPACE APPLICATION

Affiliate meeting rooms during the AAFS Annual Conference, February 19–24, 2024, are only available to participating exhibitors and industry supporters. A limited number of private meeting rooms are available and will be reserved on a **first-come, first-served basis** at the discretion of AAFS. You will be responsible for the organization of your function. Contact your AAFS representative (cmontoya@aafs.org) to submit your reservation request form.

<u>Meeting Organizer</u>	<u>Fee (Prior to Dec. 15)</u>	<u>Fee (On/After Dec. 15)</u>
Industry Supporter	\$550 per room/full day \$350 per room/half day/evening	\$850 per room/full day \$650 half day/evening

TERMS AND CONDITIONS

1. Meeting room assignments will be confirmed 8 weeks out from the conference.
2. Functions may not conflict with the AAFS Scientific Program Schedule (General Program Schedule Below) without prior approval by AAFS.
3. All charges associated with the affiliate meeting (such as electric, audiovisual, and catering) are solely the responsibility of the meeting organizer; AAFS will provide hotel/venue/supplier contact information upon approval of the space. All communication from that point forward is between the applicant and the hotel/venue/supplier.
4. If AAFS is able to confirm your groups meeting activity by **December 15, 2023**, your information will be published in the AAFS Calendar of Events distributed at the conference. All other promotion or notification is your responsibility.

AAFS SCHEDULE

Monday, February 19, 2024—8:30 a.m.–5:30 p.m.
Tuesday, February 20, 2024—8:30 a.m.–5:30 p.m.
Wednesday, February 21, 2024—8:30 a.m.–5:30 p.m.
Thursday, February 22, 2023—8:30 a.m.–5:00 p.m.
Friday, February 23, 2024—8:30 a.m.–5:00 p.m.



PLEASE COMPLETE ONE APPLICATION FOR EACH FUNCTION PLANNED. ALL REQUESTS MUST BE APPROVED BY AAFS.

Industry Supporter Name _____
Title/Purpose of Meeting _____
Preferred Dates _____ Start Time _____ End Time _____
Estimated Attendance _____

LOGISTICAL REQUIREMENTS & EQUIPMENT RENTALS

SET UP: Theater (chairs in a row) Conference Table Hollow Square Table Classroom
 U-Shaped Table Banquet Rounds Reception

AV: Do you require Audio & Visual Services? YES NO (If selected, you will receive order forms for AV requirements)

F&B: Do you require Food & Beverage Services? YES NO (If selected, you will receive menus/catering order information)

Do NOT post in the AAFS Calendar of Events

ADDITIONAL INSTRUCTIONS/ REQUIREMENTS:

PAYMENT INFORMATION

By signing and returning the Meeting Space Application, this form shall become a binding contract and is subject to the terms, conditions, rules, and regulations set forth herein. Supporter will be invoiced and provided payment instructions after application is reviewed. Should Supporter desire to cancel this agreement, they must do so by giving notice thereof in writing sent to the organizer. Cancellations received prior to December 15, 2023, will forfeit 50% of the total fee. Cancellations received on or after December 15, 2023, will forfeit 100% of the fee. There will be no refund after this time. AAFS reserves the right to reject, cancel, or refuse rental of space to any person or company.

APPLICANT INFORMATION

CONTACT NAME _____
COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL _____
SIGNATURE _____ DATE _____