If you plan to hold a function during the AACR-NCI-EORTC International Conference on Molecular Targets and Cancer Therapeutics, you must complete an Affiliate Group Function Space Request Form. All requests are subject to approval by the AACR. 

**DISCOUNT DEADLINE: October 1, 2015. The AACR will begin to confirm function space in July on a first-come, first-served basis.**

“Affiliate Groups” include corporate and institutional affiliates of the AACR who request meeting/function space for the purpose of social events (<100 guests), staff meetings and small committee meetings.

1. Complete the Function Space Request Form with your meeting space requirements and return to Shanna Mackey.

2. Once you have submitted your request, please do not attempt to make changes by submitting a new form. If you need to make changes to your function, please contact Shanna Mackey, at lashanna.mackey@aacr.org.

3. Should your event be approved you will receive an official space release form with contact information at the participating hotels.

4. You may contact the hotel directly to arrange logistics of your event after you receive the above information.

5. The hotel will assign the space and continue communication with you, including space confirmation, contracts, etc.

6. **DO NOT ATTEMPT TO MAKE RESERVATIONS DIRECTLY WITH VENUES BEFORE RECEIVING AACR APPROVAL.** This will forfeit your request for space.

7. Remember to print a copy of the form for your records.

8. Fee must be submitted with the form in order for the request to be processed.

<table>
<thead>
<tr>
<th></th>
<th>Before Oct. 1 Deadline</th>
<th>After Oct. 1 Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors</td>
<td>$100 per function/</td>
<td>$200 per function/</td>
</tr>
<tr>
<td></td>
<td>$500 per 24-hour hold</td>
<td>$500 per 24-hour hold</td>
</tr>
<tr>
<td>Non-Exhibitors</td>
<td>$1700 per function/</td>
<td>$2000 per function/</td>
</tr>
<tr>
<td></td>
<td>no 24-hour hold</td>
<td>no 24-hour hold</td>
</tr>
<tr>
<td>Nonprofit Organizations/ Cancer Centers</td>
<td>$100 per day</td>
<td>$100 per day</td>
</tr>
</tbody>
</table>

**Cancellation Policy:** No refunds will be provided once the application and payment have been processed.

It is the Affiliate Group’s responsibility to distribute copies of this information to the appropriate personnel and/or any agents, representatives or contractors involved in planning activities at the conference. The Affiliate Groups requesting space are responsible for the actions of their employees and/or agents and will be expected to follow all rules and guidelines outlined.

**AFFILIATE GROUP FUNCTION SPACE REQUEST FORM**

1. Events may not be scheduled as follows (Black-out dates/times):
   - Thursday, November 5 3:00 p.m.-7:00 p.m.
   - Friday, November 6-Sunday, November 8 8:00 a.m.-7:00 p.m.
   - Monday, November 9 8:00 a.m.-12:30 p.m.

2. The presentation of educational symposia or other scientific program activities are strictly prohibited during the AACR-NCI-EORTC International Conference on Molecular Targets and Cancer Therapeutics.

3. Requests for meeting/function space from Affiliate Groups will be considered for the purpose of social events, staff meetings and small committee meetings.

4. Requested events will not distract meeting attendees from the conference.

5. All requests are reviewed on an individual basis and decisions will be made accordingly.

6. Food and Beverage should be arranged directly with the facility where your meeting has been placed. Contact information for the facility’s convention service/catering manager will be provided to you. **Please do not contact the facility until you have received your approval from AACR.** The facility will provide you with a banquet event order (BEO) for approval of all food and beverage items and will bill you directly for those expenses.

7. Groups occupying space must provide appropriate staff to coordinate all such activities.

8. The function organizer is responsible for all costs associated with the affiliate meeting, including food and beverage, audio-visual equipment service, music license fees, hotel labor costs, etc.

9. AACR is not responsible for payment for any services connected with the event. AACR has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

10. Functions found to be in violation of these guidelines shall be immediately discontinued. The Affiliate Group waives any rights to claims of damages arising out of the enforcement of these guidelines.

11. Exhibitors requesting approval for an event over 6 hours in length must request a 24-hour hold and pay the appropriate fees.

All matters and questions not covered by the above guidelines are subject to the discretion of AACR. These AACR guidelines may be amended at any time by AACR, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by AACR to such parties. The Affiliate Group shall protect, indemnify, hold harmless and defend AACR, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys’ fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AACR, its officers, directors, agents or employees.
## Organizer’s Information

- **Event Name**
- **Planning Company**
- **Planning on behalf of (Company Name)**
- **Planner Contact Name**
- **Title**
- **Planner Contact Phone**
- **Planner Contact Email**
- **Address**
- **City**
- **State Zip**
- **Country**

## Room Set-Up

- Classroom
- Conference
- Theater
- Rounds
- U-Shape
- Reception
- Hollow Square
- Other ___________________

## Date

- **Event Start Time**
- **Event End Time**

## Administrative/Application Fees (per event)

<table>
<thead>
<tr>
<th>Exhibitors/Supporters</th>
<th>Non-Exhibitors</th>
<th>Nonprofit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Oct. 1:</td>
<td>Before Oct. 1:</td>
<td>$100 per day</td>
</tr>
<tr>
<td>$100.00 per event</td>
<td>$1700.00</td>
<td></td>
</tr>
<tr>
<td>After Oct. 1:</td>
<td>After Oct. 1:</td>
<td>$100 per day</td>
</tr>
<tr>
<td>$200.00 per event</td>
<td>$2000.00</td>
<td></td>
</tr>
<tr>
<td>$500 24-hour hold fee</td>
<td>24-hour holds not permitted</td>
<td>$500 24-hour hold fee</td>
</tr>
<tr>
<td>(any event over 6 hours)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cancellation Policy

No refunds will be issued after the October 1, 2015 deadline

## Payment Method

(Please circle one)

<table>
<thead>
<tr>
<th>Exhibitor/Supporter</th>
<th>Non-Exhibitor</th>
<th>Nonprofit</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA</td>
<td>MasterCard</td>
<td>American Express</td>
</tr>
</tbody>
</table>

- **Card Number**
- **Expiration Date**
- **Security Code**
- **Cardholder Name**
- **Signature of Cardholder**

### Signature of Cardholder

By checking this box you agree to the Terms and Conditions outlined in the Affiliate Group Function Space Request Form.

## Type of Group

- Corporate/Industry
- Tax Exempt (Nonprofit)
- College/University
- Government Affiliated
- Cancer Center

## Type of Event

- Social Event
- Committee Meeting
- Investigator Meeting
- Hospitality
- Staff Meeting
- Other ___________________

## Expected Number of Attendees ________________

*Only for small meetings - no space will be released for meetings greater than 100. Meetings over 100 are considered a symposium and are not permissible.*