AFFILIATE GROUP FUNCTION SPACE REQUEST FORM

Form will not be accepted without appropriate payment.
Discount deadline is September 13, 2019.

Preferred Hotel*
Please indicate first, second, and third choice of preferred hotels.

_________ Boston Marriott Copley Place
_________ Sheraton Boston Hotel

Date
Event Begin Time: Event End Time

*Only for small meetings - no space will be released for meetings greater than 125. Meetings over 125 are considered a symposium and subject to special review.

Organizer's Information

Event Name/Title
Planning Company
Planner Contact Name
Title
Planner Contact Phone
Planner Contact Email
Address
City State
Zip Country

Planning on behalf of (Company Name)

Supporter Contact Name
Supporter Contact Phone

Type of Group:
- Corporate/Industry
- Tax Exempt (Non-Profit)
- College/University

Type of Event:
- Advisory Board Meeting
- Committee Meeting
- Hospitality Desk
- Internal Corporate Business Meeting

- Government Affiliated
- Cancer Center
- Investigator Meeting
- Investor Meeting
- Office
- Social Event

Will you need Audio/Visual?  Yes  No
Will you need Food and Beverage?  Yes  No

Expected Number of Attendees: ___________

Room Set-Up:
- Classroom
- Theater
- Reception
- Conference
- U-Shape
- Hollow Square
- Rounds
- Other

Administrative/Application Fees

(per event/per day)

Hospitality Suite
- Non-refundable deposit of $500.00

Exhibitors/Supporters
Before 9/13/2019 – $100.00 per event
After 9/13/2019 – $200.00 per event
$500 24-hour hold fee – Any event/function over 6 hours

Non-Exhibitors
Before 9/13/2019 – $1,000.00
After 9/13/2019 – $2,000.00
24-hour holds not permitted

Tax-Exempt (Non-Profit)
$100 per event/function 6 hours or less
$100 per event/function 6 hours or less
24-hour holds not permitted

Cancellation Policy: No refunds will be issued after the September 13, 2019 deadline

Payment Method (Please circle one)

Exhibitor/Supporter  Non-Exhibitor  Non-Profit
Visa  Master Card  American Express

Amount to be charged

Card Number
Expiration Date  Security Code

Cardholder Name

Cardholder Signature

Signature  Date

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

Please allow five (5) business days to process your request and confirm space.
**Rules and Regulations**

If you plan to hold a function during the 2019 Molecular Targets and Cancer Therapeutics Conference, you must complete an Affiliate Group Function Space Request Form. **DISCOUNT DEADLINE: September 13, 2019.** Please allow five (5) business days to process your request and confirm space. The AACR will confirm function space 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) and small committee meetings. Organizations that do not meet this criteria and are not exhibiting at the 2019 Molecular Targets and Cancer Therapeutics Conference are subject to approval and a non-exhibitor fee per submission.

1. Complete the Function Space Request Form with your meeting space requirements and return to Kelsey Kliwinski by fax (215-446-9925) or email (kelsey.kliwinski@aacr.org).

2. Be sure to indicate three (3) hotel choices.

3. Events may only be scheduled as follows:*
   - Prior to Saturday, October 26: Anytime
   - Sunday, October 27: Before 9:00 a.m. and after 6:30 p.m.
   - Monday, October 28: Before 8:00 a.m. and after 6:00 p.m.
   - Tuesday, October 29: Before 8:00 a.m. and after 6:00 p.m.
   - Wednesday, October 30: Before 8:00 a.m. and after 12:30 p.m.

   *Internal sales, business or staff meetings, and Exhibitor training and pre-conference prep meetings can be held at any time.

4. 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 Kelsey Kliwinski at kelsey.kliwinski@aacr.org or 215-446-7283.

5. Once your event is approved by AACR, the AACR will send permission for you to work with hotels directly. 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. This will forfeit your request for space.

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

8. The application fee must be submitted with the form in order for the request to be processed.

**Cancellation Policy: No refunds will be issued after the September 13, 2019 deadline.**

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 2019 Molecular Targets and Cancer Therapeutics 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 below.

The presentation of educational symposia or other scientific program activities are prohibited during the 2019 Molecular Targets and Cancer Therapeutics Conference.

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

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**Administrative/Application Fees**

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<thead>
<tr>
<th></th>
<th>On or Before 9/13/19</th>
<th>After 9/13/19</th>
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<tbody>
<tr>
<td><strong>Exhibitors</strong></td>
<td>$100 per function*</td>
<td>$200 per function*</td>
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<td>$500 for functions over 6 hours</td>
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<td><strong>Hospitality Suites</strong></td>
<td>Non-Refundable Deposit of $500</td>
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<tr>
<td><strong>Non-Exhibitors</strong></td>
<td>$1,000 per function*</td>
<td>$2,000 per function*</td>
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<td>no 24-hour holds permitted</td>
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<tr>
<td><strong>Non-Profit Organizations/Cancer Centers</strong></td>
<td>$100 per function*</td>
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*A function is considered an event scheduled for 6 hours or less.*