

MOLECULAR TARGETS AND CANCER THERAPEUTICS

October 26-30, 2017 • Pennsylvania Convention Center • Philadelphia, PA

AFFILIATE GROUP FUNCTION SPACE REQUEST FORM

Only one meeting request per form

Please complete and return to kelsey.kliwinski@aacr.org or fax 215-446-9912.

Preferred Hotel*

Priority in the Headquarter Hotel (Philadelphia Marriott Downtown), will go to all AACR events. Please indicate first, second, and third choice of preferred hotels.

- 1) _____
2) _____
3) _____

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 Government Affiliated
 Tax Exempt (Non-Profit) Cancer Center
 College/University

Type of Event:

- Advisory Board Meeting Investigator Meeting
 Committee Meeting Social Event
 Hospitality Staff Meeting

Form will not be accepted without appropriate payment.

Discount deadline is **September 15, 2017.**

Will you need Audio/Visual? Yes No

Will you need Food and Beverage? Yes No

Room Set-Up:

- Classroom
 Theater
 Reception
 Conference

Expected Number of Attendees: _____

- U-Shape
 Hollow Square
 Rounds
 Other

Administrative/Application Fees

(per event/per day)

Exhibitors/Supporters

Before 9/15/2017 – \$100.00 per event

After 9/15/2017 – \$200.00 per event

\$500 24-hour hold fee – Any event/function over 6 hours

Non-Exhibitors

Before 9/15/2017 – \$1,000.00

After 9/15/2017 – \$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 15, 2017 deadline

Payment Method (Please circle one)

Exhibitor/Supporter

Visa Master Card

Non-Exhibitor

American Express

Non-Profit

Amount to be charged _____

Card Number _____

Expiration Date _____

Security Code _____

Cardholder Name _____

Cardholder Signature _____

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.

AFFILIATE GROUP FUNCTION SPACE REQUEST

Rules and Regulations

If you plan to hold a function during the 2017 Molecular Targets and Cancer Therapeutics Conference, you must complete an Affiliate Group Function Space Request Form. **DISCOUNT DEADLINE: September 15, 2017. Please allow five (5) business days to process your request and confirm space. The AACR will begin to confirm function space in January 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 2017 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 (215-446-9912) or email (kelsey.kliwinski@aacr.org).
 2. Be sure to indicate three (3) hotel choices. You may choose the Headquarter Hotel but AACR has rights of first refusal.
 3. Events may only be scheduled as follows:*
Prior to Thursday, October 26: Anytime
Friday, October 27: Before 9:00 a.m. and after 6:30 p.m.
Saturday, October 28: Before 8:00 a.m. and after 6:00 p.m.
Sunday, October 29: Before 8:00 a.m. and after 6:00 p.m.
Monday, 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. Should your event be placed at a headquarter hotel, the AACR will assign your meeting space. The hotel will contact you directly once they receive the approval form from the AACR.
 6. Should your event be placed at a non-Headquarter Hotel, the AACR will send approval for you to work with hotels directly. The hotel will assign the space and continue communication with you, including space confirmation, contracts, etc.
 7. DO NOT ATTEMPT TO MAKE RESERVATIONS DIRECTLY WITH VENUES. This will forfeit your request for space.
 8. Remember to print a copy of the form for your records.
 9. 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 15, 2017 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 2017 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 2017 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.

Food and beverage service 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.

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

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.

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.

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.

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.

Administrative/Application Fees

	On or Before 9/15/17 Deadline	After 9/15/17 Deadline
Exhibitors	\$100 per function* \$500 for functions over 6 hours	\$200 per function* \$500 for functions over 6 hours
Non- Exhibitors	\$1,000 per function* no 24-hour holds permitted	\$2,000 per function* no 24-hour holds permitted
Non-Profit Organizations/ Cancer Centers	\$100 per function* no 24-hour holds permitted	\$100 per function* no 24-hour holds permitted

*A function is considered an event scheduled for 6 hours or less