



APRIL 24-29 • SAN DIEGO CONVENTION CENTER

# EXHIBITOR MEETING ROOMS

The Exhibitor Meeting Rooms offer flexibility and convenience without having to leave the convention center. Not only do Meeting Rooms provide exhibitors the ability to host staff meetings during the Exhibit Show but they also provide a great opportunity to create a unique, private showroom or lounge for hosting clients and prospects. All meeting rooms will be located in the Sails Pavilion and hours are extended to provide greater accessibility.

## Exhibitors will have access to their Meeting Rooms:

Saturday: 1:00 p.m. – 8:00 p.m.

Sunday, Monday, Tuesday: 7:00 a.m. – 8:00 p.m.

Wednesday: 7:00 a.m. – 12:00 p.m.

## ELIGIBILITY

- Organizations must be exhibitors at the AACR Annual Meeting in order to reserve an Exhibitor Meeting Room.
- Meeting room applications must be in good standing with the AACR. Any applicants with outstanding balances with AACR must settle their balances in order for their Meeting Room application to be considered.
- If an accepted Meeting Room applicant cancels or defaults on Exhibit space at the AACR Annual Meeting 2020, the contracted Meeting Room will be revoked

## EXHIBITOR MEETING ROOM RENTAL FEES AND INCLUSIONS

Due to the growing number of Exhibitor Meeting Rooms reserved at the AACR Annual Meeting, the location of the rooms will be in the Sails Pavilion in the San Diego Convention Center. Rentals include a hard-walled meeting room with lockable door, carpet, and a 22"x28" company identification sign with room number. The rooms are not furnished; however, furnishings can be obtained through Freeman using the **Exhibitor Meeting Room Service Kit**, which will be available in December. Floorplan is subject to change without notice.

Standard Room	Fee
10 x 10	\$9,000
10 x 20	\$12,000
20 x 20	\$15,000

## ADDITIONAL INFORMATION

- Exhibitors are responsible for ordering, at their own cost, electric lighting, internet, phones, upgraded carpet and/or padding, furniture, and cleaning services. A 6' draped table and chair may be ordered from Freeman for placement outside of the room.
- Meeting rooms are not permitted to be branded on the exterior walls.
- One (1) 22"x28" sign will be attached to the front of the meeting room indicating the exhibiting company name and meeting room number.
- Food and beverage must be coordinated by the exhibitor through the convention center caterer, Centerplate. Details regarding ordering and menus can be found in the Exhibitor Service Kit available in December.
- Group presentations to attendees will not be permitted in this area.

## APPLICATION PROCESS

- All orders must be accompanied by a 50% deposit; **No Exceptions.**
- All invoices must be paid Net 30 days.
- The Exhibits Team will assign all Meeting Rooms on **February 10, 2020.**
- Meeting Rooms applications and orders must be received by **March 15, 2020.**
- Any applications received after January 27, 2020 must be accompanied by full payment. **Failure to send payment will result in cancellation of Exhibitor Meeting Room.**

### The following cancellation fees apply:

Prior to January 27, 2020 – Full refund, less \$750 for administrative fee

Between January 27 – February 24, 2020 – 50% penalty of total cost

After February 24, 2020 – 100% penalty of total cost

## SECURITY

- Security will be provided by Simmons Security, the official security company for the meeting.
- All Meeting Room guests are required to check in at the security desk. Additional information and instructions will be provided to the contact on the application.
- Exhibitors must be mindful of the posted meeting room hours. These rooms will not be accessible outside of these times as staff and security will not be available for assistance.



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# EXHIBITOR MEETING ROOM APPLICATION

## EXHIBITOR INFORMATION

Exhibiting Company Name

Planning Company

Planner Contact Name

Street Address

City/State/Province

Zip/Postal Code

Country

Planner Telephone

Planner Fax

Planner Email Address

Signature

## EXHIBITOR MEETING ROOM

Please indicate the meeting room size you are reserving:

☐ 10 x 10 Meeting Room \$9,000 # of Meeting Rooms: \_\_\_\_\_

☐ 10 x 20 Meeting Room \$12,000 # of Meeting Rooms: \_\_\_\_\_

☐ 20 x 20 Meeting Room \$15,000 # of Meeting Rooms: \_\_\_\_\_

Please list any competing companies you wish to not be placed near:

The AACR will take this into consideration when placing the meeting rooms.

Rules and Regulations for Exhibitor Meeting Rooms can be found in the Exhibitor Meeting Rooms Informational Brochure.

The Exhibits Team will assign all meeting rooms on **February 10, 2020**.

The undersigned agrees to abide by all rules, regulations, and restrictions as set forth in this brochure or as may be specifically designated by the AACR, San Diego Convention Center, or the city of San Diego, CA. Failure to abide by such rules and regulations will result in forfeiture of all monies paid or due the AACR under the terms of this agreement.

The undersigned agrees to pay 50% of the meeting room fee with this application and agrees to the cancellation policy. (Applications will not be processed until deposits are received.) Invoices will be issued with confirmations and payment is due 30 days from date of invoice. All cancellations must be submitted in writing to [exhibits@aacr.org](mailto:exhibits@aacr.org).

Please initial in the spaces below to confirm your review and acceptance of the following cancellation penalties and deposit/payment schedule.

Initials	Cancellation Penalties
	Prior to January 27, 2020 – Full refund, less \$750 for administrative fee
	Between January 27 – February 24, 2020 – 50% penalty of total cost
	After February 24, 2020 – 100% penalty of total cost

Initials	Deposit and Payment Schedule
	Prior to January 27, 2020 – 50% due for applications submitted prior to January 27, 2020
	January 27 – February 24, 2020 – 50% due with application
	After February 24, 2020 – 100% due with application

AACR requires payment in full 30 days from date of invoice. Failure to send payment will result in cancellation of Exhibitor Meeting Room.

No applications will be received after **March 15, 2020**.

## METHOD OF PAYMENT

☐ Check enclosed payable to the *American Association for Cancer Research*, drawn on a US bank.

☐ VISA ☐ MasterCard ☐ American Express **Amount: \$** \_\_\_\_\_

☐ Wire transfer

Credit Card #

CSV #

Exp. Date

Print name of Cardholder

Signature

If paying by check please send to:

AACR, Annual Meeting Exhibits 2020  
615 Chestnut Street, 17th Floor  
Philadelphia, PA 19106  
Attention: Finance Department  
Fax: 267-765-1001  
Email: [exhibits@aacr.org](mailto:exhibits@aacr.org)