

AFFILIATE GROUP FUNCTION SPACE REQUEST FORM

Discount deadline is February 28, 2025.

Please submit one request per event. If your event requires more than one meeting room, you must submit a separate request for each room needed.

Please complete and return to affiliates@aacr.org.

Are you an exhibitor? Yes No

Preferred Hotel*

Priority in a Headquarter Hotel** will go to all AACR events. Please indicate first and second choice of preferred hotels.

For those who are not exhibitors, please see page 3 below for a list of non HQ hotels.

1. _____

2. _____

Date Start Date End

Event Begin Time Event End Time

*Only for small meetings. Any meeting request over 125 are subject to special review. Please provide a brief description of the proposed event including attendees, agenda, and purpose for review.

Headquarter Hotels: Marriott Marquis and Hyatt McCormick Place **are assigned on first-come, first-serve basis. Non-Exhibitors will not be permitted in any AACR Headquarter Hotel.

Organizer's Information

Planning on behalf of (Company Name)

Supporter Contact Name

Supporter Contact Phone

Event Name/Title

Planning Company

Planner Contact Name

Title

Planner Contact Phone

Planner Contact Email

Address

City State

Zip Country

Type of Group:

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

Type of Event:

- Advisory Board Meeting
- Committee Meeting
- Hospitality Desk
- Hospitality Suite*
- Internal Corporate Business Meeting
- Investigator Meeting/ Industry Update
- 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: (please select only one)

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

Administrative/Application Fees

(per event per day)

Exhibitors/Supporters

Before February 28, 2025

\$150.00 per event, per day
\$600 24-hour hold fee or any event/function over 6 hours

After February 28, 2025

\$250.00 per event, per day
\$600 24-hour hold fee or any event/function over 6 hours

Non-Exhibitors

Before February 28, 2025 - \$1,800.00 per event, per day
After February 28, 2025 - \$2,100.00 per event, per day
24-hour holds not permitted

Tax-Exempt (Non-Profit)

\$100 per event/function 6 hours or less
24-hour holds not permitted

Hospitality Suites:

Exhibitors - \$550.00 per event
Non-Exhibitors: Before February 28, 2025 - \$1,800.00 per event
After February 28, 2025 - \$2,100 per event

Cancellation Policy: No refunds will be issued

Payment Method

Invoice will be sent upon receipt and approval of application.

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

AACR will make every effort to notify each applicant of the status of their application via email within seven (7) business days of receiving the Affiliate Event Request.

AFFILIATE MEETING POLICIES

Terms and Conditions

Functions found to be in violation of these guidelines shall be immediately terminated. 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 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 attorney 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.

X

By signing this document, you agree to the Terms and Conditions outlined in the Ancillary/
Affiliate Guidelines.

Non HQ Hotels

- | | |
|--|--------------------------------------|
| 21 c Museum Hotel | Hyatt Centric Mag Mile |
| AC Hotel Chicago Downtown | Hyatt McCormick Place |
| ACME Hotel Company | Hyatt Place River North |
| Aloft Mag Mile | Hyatt Regency Chicago |
| Aloft River North | InterContinental Chicago |
| Arlo Chicago | Kinzie Hotel |
| Best Western Grant Park | L7 Chicago by Lotte |
| Cambria Hotel & Suites | Le Meridian Essex |
| Chicago Athletic Association | Loews Hotel |
| Chicago Marriot Downtown | LondonHouse Chicago |
| Club Quarters Hotel | Marriot Marquis Chicago |
| Congress Plaza | Omni Chicago |
| Courtyard Mag Mile | Palmer House |
| Doubletree Mag Mile | Pendry Chicago |
| Embassy Suites Mag Mile | Radisson Blu |
| Fairmont Chicago | Renaissance Chicago |
| Fairfield Inn & Suites Downtown | Residence Inn River North |
| Fairfield Inn & Suites River North | Royal Sonesta Downtown |
| Hampton Inn Downtown | Royal Sonesta River North |
| Hampton Inn McCormick Place | Sheraton Chicago & Towers |
| Hampton Inn North Loop | Silversmith Hotel Chicago Downtown |
| Hilton Chicago | SpringHill Suites River North |
| Hilton Garden Inn Downtown Riverwalk | Staypineapple |
| Hilton Garden Inn Downtown S Loop | Swissotel Chicago |
| Hilton Garden Inn McCormick Place | The Blackstone, Autograph Collection |
| Home2 Suites McCormick Place | The Chicago Hotel Collection |
| Homewood Suites Downtown | theWit Hotel |
| Homewood Suites Downtown S Loop | Virgin Hotel Chicago |
| Hotel Cass, a Holiday Inn Express | Warwick Allerton |
| Hotel Chicago Downtown, Autograph Collection | Westin River North |
| Hotel Saint Clair | |