



20 THE FUTURE OF ENDOCRINOLOGY 20

Exhibitor Meeting Room Request Form

AACE has outlined the following Meeting/Special Event Guidelines in order to aid exhibitors and approved partners as they plan their overall participation at EMBRAACE 2020. The following guidelines are designed to provide every attendee with the same positive experience and to ensure that AACE is consistent in its relationship with exhibitors and partners.

General Guidelines:

1. Function Space Application is for AACE hotel meeting space only.
2. Exhibitors may conduct functions involving attendees during AACE Approved Affiliate Event Dates/Times only, as outlined below. Staff only events do not have to comply with the Approved Times policy.
3. Activities are restricted to the confines of the official hotel event rooms and suites and may not be held in public areas, including but not limited to hotel lobbies or hallways, and sidewalks adjacent to the hotel or convention center.
4. Any and all charges for services levied by the hotels and/or other venues are solely the responsibility of the function sponsor. AACE has no responsibility or authority over any charges, including, but not limited to: room rental, food and beverage minimums, audio visual, internet charges, electric costs, etc. AACE will provide facility contact information in the acceptance letter. All communication from that point on is between the applicant and the hotel. Hotels may require applicants to sign a contract.
5. If a company is interested in securing space for an event/function at any other host city venue (not an AACE Hotel) they may contact the venue directly but must first receive approval from AACE on the date and time of the proposed event.
6. Your company can provide signage based on the following restrictions: 1 sign maximum, no larger than 22" x 28". Placement is limited to the entrance of meeting room or as determined by the hotel. It is the applicant's responsibility to comply with AACE's policy as well as its selected hotel's policy concerning placement of signage.
7. Your company is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined in the Function Space Application and the above guidelines. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with AACE's Annual Scientific & Clinical Congress.
8. Functions found to be in violation of these guidelines shall be immediately discontinued. Your company waives any rights to claims of damages arising out of the enforcement of these guidelines.
9. Cancellation of exhibit space shall result in the immediate release of any AACE approved function space.
10. Requests for cancellations that are submitted in writing within three (3) weeks of receipt of AACE's acceptance letter will receive a 50% refund of the application fee. Cancellation requests sent after April 3, 2020 will not be refunded if the confirmation letter has already been sent.
11. You may submit a single room request for a one-time use, 24-hour hold, or multiple day request on one form at one single fee. If your request is for multiple rooms, over several days, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee.

Approved Event Dates/Times:

Wednesday, May 6	Concludes before 7 pm	
Thursday, May 7	Concludes before 7 am	
Friday, May 8	Concludes before 7 am	
Saturday, May 9	Concludes before 7 am	Start time after 7 pm

May 7-10
Washington, DC

Please note: events that are limited to your company staff do not have to comply with the restricted/approved event times.

Application Fee: \$500

Requests for cancellations that are submitted in writing within three (3) weeks of receipt of AACE's acceptance letter will receive a 50% refund of the application fee. Cancellation requests sent after April 3, 2020 will not be refunded if the confirmation letter has already been sent.

If you are paying by check (drawn on a US bank and in US dollars), please make check payable to AACE and mail the completed application form and payment to: AACE, Attn: Accounts Receivable, 245 Riverside Avenue, Suite 200, Jacksonville, FL 32202.

If you are paying by credit card, please email e-mail tricia.young@aace.com. Credit card payments require a cardholder's signature.

All matters and questions not covered by the above guidelines are subject to the discretion of AACE. These AACE guidelines may be amended at any time by AACE, 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 AACE to such parties.

Your company shall protect, indemnify, hold harmless and defend AACE, its officers, directors, agents, volunteers, subcontractors, employees and/or representatives against all such claims, liabilities, losses, damages, judgments or settlements, including reasonable attorneys' fees and costs and other expenses incurred by the indemnifying party on account of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AACE, its officers, director, agents or employees.

Function Space Application ~ Deadline: Monday, March 2, 2020

Please type your information in the fields below.

Company Name: _____

Booth #: _____

Contact Name: _____ Email: _____

Phone: _____

Meeting Date: _____ Start Time: _____ End Time: _____

Preferred Location(s): _____

Applicants may request function space at any of the EMBRAACE hotels listed below. Please note that any hotel you wish to select will require that you receive an approval from AACE on your Function Space Request prior to reserving function space.

Marriott Marquis Washington DC (HQ)

Renaissance Washington DC Grand

Hyatt Washington DC

Embassy Suites Washington DC

List 1st, 2nd and 3rd Choices _____

Purpose of Meeting: _____

Number of People Expected: _____

May 7-10

Washington DC

Function is by: Invitation only Staff Only

Set-Up Style: Conference/Hollow Square Classroom Banquet Rounds U-Shape Theater Reception

Please specify if your meeting will have any of the following meal functions:

Breakfast Lunch Dinner Reception

Please submit completed application to Tricia Young, CMP, CEM, Business Event Strategist at tricia.young@aace.com.

You will receive an email with meeting space availability within 7-10 business days of receipt of your application. Application fee will be charged once meeting space has been confirmed. You will not be charged if meeting space is not available. The fee is in addition to any possible room rental that the hotel may charge.

Payment:

Once your form is received and space is confirmed, you will receive an invoice to submit payment.

Event Listing:

AACE will maintain an internal listing of all events put on by affiliate groups. This listing will be utilized by AACE staff to assist attendees in locating events that are not planned by AACE. Please provide the following information for our listing.

Event Date: _____ Event Start Time: _____ Event End Time: _____

Name of Event: _____

Host Company: _____

Person in Charge: _____

Contact Number on-site in DC: _____

AACE Staff Only

Hotel name: _____ Room Name: _____