



ANNUAL MEETING 2019 ATLANTA

MARCH 29-APRIL 3
Georgia World Congress Center

AFFILIATE GROUP FUNCTION SPACE REQUEST FORM

Only one meeting request per form.

Please complete and return to exhibitforms@aacr.org or fax 215-825-9539.

Form will **not** be accepted without appropriate payment.

Discount deadline is **February 28, 2019.**

PREFERRED HOTEL*

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

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Date	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: Atlanta Marriott Marquis; Hyatt Regency Atlanta, and the Omni Atlanta Hotel at CNN Center are assigned on first-come, first-serve basis. Non-Exhibitors will not be permitted in any AACR Headquarter Hotel.		

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
- 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:

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

ADMINISTRATIVE/APPLICATION FEES

(per event per day)

Exhibitors/Supporters

Before 2/28/2019 - \$100.00 per event

After 2/28/2019 - \$200.00 per event

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

Non-Exhibitors

Before 2/28/2019 - \$1700.00

After 2/28/2019 - \$2000.00

24-hour holds not permitted

Tax-Exempt (Non-Profit)

\$100 per event/function 6 hours or less

24-hour holds not permitted

Cancellation Policy: No refunds will be issued

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 _____

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.



AACR

American Association
for Cancer Research®

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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 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 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.