

AFFILIATE FUNCTION POLICIES & PROCEDURES

Requesting Meeting Space

Companies must complete the Meeting Space Application, available online only, for any hosted events, and gain ASCRS•ASOA approval prior to contacting or working with the selected hotel or venue.

THE APPLICATION MUST BE COMPLETED FOR EVERY AFFILIATE FUNCTION, PER DAY FUNCTION SPACE IS NEEDED AND WHETHER OR NOT THE MEETING IS AT ONE OF THE ASCRS•ASOA OFFICIAL HOTELS.

If you are requesting function space at a location that is not listed in the menu selection, you are still required to apply for function space through the online application process and note the location.

The meeting space application can be found within your exhibitor dashboard starting November 13, 2017. Requests can only be made online. Payment will be due at time of submitting your application or the request will not be sent through the database. All space assignments are subject to availability and requests are handled on a first-come, first-served basis.

CONFIRMED EXHIBITORS:

A non-refundable \$250.00 administrative fee will be required at time of application per function, per day up until February 12, 2018. Space requests made on or after February 13, 2018 will be charged a non-refundable \$500.00 administrative fee.

NON-EXHIBITING COMPANIES:

A non-refundable \$500.00 administrative fee will be required at time of application per function, per day.

Changes made to an affiliate function request such as, timing, date change, attendance, room set up, must be emailed to the Exhibits Manager for approval prior to confirming with the hotel or venue.

Hospitality Suites fall under the affiliate function policy and follow all rules and regulations set forth by the affiliate function policy and procedures listed here. An application fee will not apply for Hospitality Suite requests.

Payments must be made at time of application using one of the following credit cards at the time of application: American Express, Discover Card, MasterCard or VISA.

CHECKS WILL NOT BE ACCEPTED AS A FORM OF PAYMENT FOR AFFILIATE FUNCTIONS.

Policies and Procedures

ASCRS•ASOA does not endorse or sanction any affiliated function. Use of the ASCRS•ASOA names or logos in conjunction with these events is strictly prohibited.

ASCRS •ASOA will not be held responsible for any charges incurred by approved or outside vendors. All charges are the sole responsibility of the company hosting the affiliate event.

All marketing materials promoting any affiliate function, educational or promotional event must be sent to the Exhibits Manager for approval, jbarbera@ascrs.org.

You are allowed one sign at the entrance to your function.

ASCRS•ASOA Meeting Space Approval Process

All functions must be scheduled so as not to interfere with the ASCRS•ASOA (and its affiliates) program, breaks, events, and lunches.

Events that are submitted that conflict with the below outlined dates and times will not be approved.

Corporate Affiliate Meetings

Corporate Affiliate Meetings are defined as functions that include only the exhibiting company personnel.

1. These meetings may be scheduled anytime from Thursday, April 12, 2018–Monday, April 16, 2018 providing meeting space is available at the requested location.
2. All Corporate Affiliate Meetings must be submitted to ASCRS•ASOA through the meeting space application process and must be approved by ASCRS•ASOA.

Affiliate Meetings with 100 and FEWER Professional Attendees

A Professional Attendee is defined as a physician, optometrist, practice administrator, technician or nurse, and/or anyone considered to be a health professional.

1. Affiliate meetings and functions that include the attendance of **less than 100 professional attendees** may be held beginning Thursday, April 12, 2018–Monday, April 16, 2018 within the following time periods (please note there is limited availability):

Thursday, April 12	Any time
Friday, April 13	Prior to 8:00 a.m. & after 5:30 p.m.
Saturday, April 14	Prior to 8:00 a.m. & after 5:30 p.m.
Sunday, April 15	Prior to 8:00 a.m. & after 5:30 p.m.
Monday, April 16	Prior to 8:00 a.m. & after 5:30 p.m.

2. The above time periods reflect when any aspect of the event may begin including registration and reception.
3. All Affiliate Meetings with 100 and fewer professional attendees must be submitted to ASCRS•ASOA through the meeting space application process and must be approved by ASCRS•ASOA.

Affiliate Meetings with MORE THAN 100 Professional Attendees

A Professional Attendee is defined as a physician, optometrist, practice administrator, technician or nurse, and/or anyone considered to be a health professional.

1. Affiliate meetings and functions that include the attendance of more than 100 professional attendees may be held beginning Thursday, April 12, 2018–Monday, April 16, 2018 within the following time periods (please note there is limited availability):

Thursday, April 12	Any time
Friday, April 13	Prior to 7:00 a.m. & after 7:00 p.m.
Saturday, April 14	Prior to 7:00 a.m. & after 7:00 p.m.
Sunday, April 15	Prior to 7:00 a.m. & after 7:00 p.m.
Monday, April 16	Prior to 7:00 a.m. & after 7:00 p.m.

2. The above time periods reflect when any aspect of the event may begin including registration and reception.
3. All Affiliate Meetings with more than 100 professional attendees must be submitted to ASCRS•ASOA through the meeting space application process and must be approved by ASCRS•ASOA.

3rd Party Coordinator Information

Companies using a third party to coordinate their off-site events, MUST submit a 3rd Party Authorization Form. See next page for document.

Policy Regarding Unapproved Functions

In order to maintain the integrity of the meeting for all attendees and exhibitors, the following enforcement policy will be enacted for all ASCRS•ASOA meetings. ASCRS•ASOA will speak with the Exhibits Manager or other personnel with managerial responsibility and require that the affiliate function be shut down during show hours for all violations.

1st Offense

The exhibiting company hosting the function will have their Priority Points accrued during the current year reduced by 50%. They may also be prohibited from requesting meeting space for the following year. In addition, the exhibitor will not receive any Priority Points accrued for either the housing or the consecutive years attending.

2nd Offense

The exhibiting company hosting the function will lose all Priority Points accrued during the calendar year, and will receive no Priority Points for the remaining portion of the year. ASCRS•ASOA will not permit the company to host or act as a meeting planner for any affiliate function for the following two years. Additionally, the company may be prevented from exhibiting or attending the following ASCRS•ASOA Annual Symposium & Congress.

3rd Offense

ASCRS•ASOA will prohibit the exhibiting company hosting the function from exhibiting at the next ASCRS•ASOA meeting. The exhibitor will lose all Priority Points accrued during the calendar year, and will receive no Priority Points for the remaining portion of the year. ASCRS•ASOA will not permit the company to host or act as a meeting planner for an affiliate function the following five consecutive years.

ASCRS•ASOA appreciates the need for each firm to conduct business in an effective and efficient manner during the course of the meeting and are pleased to note that the large majority of exhibitors comply with our policies, enabling our attendees to enjoy the full scope of educational and social content offered by both ASCRS•ASOA and our industry partners.


3rd party Authorization Form

ASCRS Exhibiting Company

Exhibiting Company: _____
Address: _____
Contact name: _____
Position: _____
Phone: _____
Mobile phone: _____
Fax: _____
E-mail: _____

3rd party company

Company name: _____
Address: _____
Contact name: _____
Position: _____
Phone: _____
Mobile phone: _____
Fax: _____
E-mail: _____

Meeting Logistics

Date and time of the event: _____
Site registration opens: _____
Reception time: _____
Program time: _____
Will transportation to the event site be offered? * YES NO
Transportation start time: _____

**Please note, transportation may not be provided to and from the convention center location.*

Event title and description _____

Is the 3rd party company or one of its affiliates exhibiting at ASCRS? YES NO

Is this a CME function? YES NO

If yes, who is the accrediting body: _____

Expected attendance: _____
Physicians and optometrists _____
Administrators _____
Technicians _____
Nurses _____

Signatures

Exhibiting company _____

3rd party company _____

INTERNAL USE ONLY

Approval: _____
Date: _____