



## AFFILIATE MEETING SPACE APPLICATION

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### RULES AND REGULATIONS

Thank you for reaching out to request meeting space during the ASMBS 2024 Annual Meeting, please review the below Rules and Regulations listed and complete the Meeting Space Application. **All requests shall be reviewed and approved on a first-come, first-serve basis. Meeting space is limited.**

**RULES AND REGULATIONS:**

1. Meeting space will not be approved at the ASMBS official hotels for exhibitors conducting poster, educational presentations, or other scientific program activities.
2. Meeting space requests from ASMBS exhibitors and sponsors will be charged at the exhibitor/sponsor regular or late fee, depending on date of receipt; non-exhibitors/sponsors may request space at the higher non-exhibitor/sponsor rate. For regular fees, requests must be received by April 30th Meeting space requests received between May 1st and June 13th will be processed at the higher late request fee.
3. Your company may ONLY conduct functions involving attendees during the dates and times approved by ASMBS (listed below). Staff only events do not have to be held during the times listed below.

**APPROVED AFFILIATE EVENT DATES/TIMES:**

Tuesday, June 11, 2024	7:00 AM - 5:00 PM
Wednesday, June 12, 2024	7:00 AM - 5:00 PM; 8:00 PM - 10:00 PM
Thursday, June 13, 2024	7:00 AM - 8:00 AM; 6:00 PM - 10:00 PM

4. Activities are restricted to the confines of the official hotel event rooms and may not be held in public areas, including but not limited to, hotel lobbies/hallways, and sidewalks adjacent to the hotel or convention center.
5. All charges for services levied by the San Diego Convention Center or the Marriott Marquis San Diego Marina Hotel and/or other venues are solely the responsibility of the Affiliate. ASMBS has no responsibility or authority over any charges, including but not limited to food and beverage minimums, audio-visual pricing, internet charges, electric costs, etc. ASMBS will provide the San Diego Convention Center contact information in the event acceptance letter. All communication from that point on will be between the Affiliate and the San Diego Convention Center or the Marriott Marquis San Diego Marina Hotel. The San Diego Convention Center or the Marriott Marquis San Diego Marina Hotel may require your company representative to sign a contract.
6. If your company is interested in securing space for an event/function at any other host city venues (other than an ASMBS official hotel), you may contact the venue directly, but must first receive approval from ASMBS on the date and time of the proposed event.

7. Your company can provide signage based on the following restrictions: Up to 2 signs maximum, no larger than 22" x 28". Signage may only be placed in the hotel one hour prior to the event function and must be removed within 30 minutes of the conclusion of the meeting. Placement is limited to the entrance of the meeting room or as determined by the hotel. It is your company's responsibility to comply with ASMB's policy as well as the San Diego Convention Center's or Marriott Marquis San Diego Marina Hotel's policy concerning placement of signage. You will need to request easels through the San Diego Convention Center or the Marriott Marquis San Diego Marina Hotel.
8. Anyone involved in planning a function must observe the ASMB's Rules and Regulations listed above. Affiliates are responsible for ensuring that all company representatives/agents adhere to all the rules and regulations outlined in the Meeting Space Application. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with ASMB's.
9. Functions found to be in violation of these guidelines shall be immediately discontinued. Your company waives any rights to claims of damages resulting from the enforcement of these guidelines.
10. Each affiliate room application is a request for a single room for a (1) day meeting (up to 24-hour hold). If your request is for more than one day and/or multiple functions, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee.
11. Your company shall protect, indemnify, hold harmless and defend ASMB's, 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 ASMB's, its officers, agents or employees.
12. All matters and questions not covered by the above guidelines are subject to the discretion of ASMB's. ASMB's may amend these guidelines at any time, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, ASMB's will give written notice to such parties.

***Please do not contact the San Diego Convention Center or the Marriott Marquis San Diego Marina Hotel directly until ASMB's approval has been confirmed to you in writing. ASMB's will forward a copy of all approved requests to the San Diego Convention Center and/or the Marriott Marquis San Diego Marina Hotel with your contact information.***

#### **Important San Diego Convention Center Dates to Remember:**

1. **30 Days Prior to Event (May 10, 2024)** - Agreement/Order form due (Including Food & Beverage menu order and any a/v needs)
2. **20 Days Prior to Event (May 21, 2024)** - Affiliate Manager to send confirmed orders (Meeting and Food & Beverage events) for approval.
3. **14 Days Prior to Event (May 28, 2024)** - Final signed Event Orders due
4. **14 Days Prior to Event (May 28, 2024)**- 100% full estimated pre-payment due



**No outside Food & Beverage is allowed inside the meeting rooms/meeting space. If you bring any outside food you will be charged a fee.**

**APPLICATION FEES PER DAY - PER EVENT:**

<b><u>Event Organizer</u></b>	<b><u>Regular Fees Until April 21, 2024</u></b>	<b><u>Late Fees April 22 - May 10, 2024</u></b>
Exhibitor/Sponsor	\$750	\$1,100
Non-Exhibitor/Sponsor	\$3,000	\$5,000
University/Non-Profit Organization	\$300	\$500

**Deadline for applications is 5 pm Eastern Standard Time on May 10, 2024. No applications are accepted after this time.**

**FEE PAYMENT INFORMATION:**

Please provide payment information with your application. All payments for hotel functions and related orders will be provided directly to hotel and processed through the San Diego Convention Center and/or Marriott Marquis San Diego Marina Hotel.

We accept payment via ACH Bank Transfer or Credit Card only. We currently do not accept checks. If your organization requires a check, please contact us at [exhibits@asmbs.org](mailto:exhibits@asmbs.org)

**CANCELLATION INFORMATION:**

Cancellations must be received within 3 weeks of submission to ASMBs and no later than May 6, 2024 to qualify for a refund of 75% of the application fee. **Cancellations must be sent to [exhibits@asmbs.org](mailto:exhibits@asmbs.org).** After May 6, 2024, application refunds will not be issued for meetingspace which has been confirmed. Cancelling an event with the host hotel does not automatically cancel your event with ASMBs or entitle you to a refund of application fees paid.

**\*\*Depending on the lateness with which you cancel your order with the hotel, there may be a charge incurred from the San Diego Convention Center and/or Marriott Marquis San Diego Marina Hotel for food & beverage and audio/visual.**