

## AFFILIATE FUNCTION POLICIES & PROCEDURES

### Requesting Meeting Space

Only companies that have registered to exhibit and assume 100% of their housing block from the previous year and are in good standing with their payables will be permitted to request meeting space.

Companies must complete the Meeting Space Application, available online only, in your exhibitor dashboard, for any hosted events.

**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 property that is not one of the ASCRS•ASOA official hotels, you are still required to apply for function space via the online application process and note the location.**

The meeting space application can be found within your exhibitor dashboard starting on November 14, 2016. Requests can only be made online. All space assignments are subject to availability and requests are handled on a first-come, first-served basis.

**There is a \$250.00 non-refundable administrative fee charged per function per day up until February 19, 2017. Space requests made on or after February 20, 2017 will be charged a non-refundable \$500.00 administrative fee.**

**Changes made to an affiliate function request such as, timing, date change, attendance, room set up, will be billed a \$50 non-refundable change fee. The fee must be paid prior to the function change being submitted to the hotel.**

Hospitality Suites fall under the affiliate function policy and follow all rules and regulations set forth by the affiliate function policy and procedures listed in the Exhibitor Prospectus.

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

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

APPLICATIONS RECEIVED INCOMPLETE AND/OR WITHOUT PAYMENT WILL NOT BE PROCESSED.

### 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 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.

Any changes to meeting space requests must be made in writing and submitted to Jamie Barbera, ASCRS•ASOA Exhibits Manager, at [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org). Each change will be charged a \$50.00 fee; this includes changes to the location, date, time and/or room set.

**All marketing materials promoting any affiliate function, educational or promotional event must be sent to the Exhibits Manager for approval, [jbarbera@ascrs.org](mailto: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, May 4, 2017–Monday, May 8, 2017.
2. All Corporate Affiliate Meetings must be submitted to ASCRS•ASOA via 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, May 4, 2017–Monday, May 8, 2017 within the following time periods (please note there is limited availability):

<b>Thursday, May 4, 2017</b>	<b>Prior to 7:30 a.m. &amp; after 5:30 p.m.</b>
<b>Friday, May 5, 2017</b>	<b>Prior to 7:30 a.m. &amp; after 5:30 p.m.</b>
<b>Saturday, May 6, 2017</b>	<b>Prior to 7:30 a.m. &amp; after 5:30 p.m.</b>
<b>Sunday, May 7, 2017</b>	<b>Prior to 7:30 a.m. &amp; after 5:30 p.m.</b>
<b>Monday, May 8 2017</b>	<b>Prior to 7:30 a.m. &amp; after 5:30 p.m.</b>

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 via 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, May 4, 2017–Monday, May 8, 2017 within the following time periods (please note there is limited availability):

<b>Thursday, May 4, 2017</b>	<b>Prior to 6:30 a.m. &amp; after 7:30 p.m.</b>
<b>Friday, May 5, 2017</b>	<b>Prior to 6:30 a.m. &amp; after 7:30 p.m.</b>
<b>Saturday, May 6, 2017</b>	<b>Prior to 6:30 a.m. &amp; after 7:30 p.m.</b>
<b>Sunday, May 7, 2017</b>	<b>Prior to 6:30 a.m. &amp; after 7:30 p.m.</b>
<b>Monday, May 8, 2017</b>	<b>Prior to 6:30 a.m. &amp; after 7:30 p.m.</b>

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 via 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, provide media services and photography 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.