

### FUNCTION INFORMATION

Function Name \_\_\_\_\_ Purpose of Function \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Is this function by invitation only? Yes \_\_\_\_\_ No \_\_\_\_\_

Intended Audience: Registered Participants \_\_\_\_\_ Registered Exhibitors \_\_\_\_\_

Room Set: Conference \_\_\_\_\_ Rounds \_\_\_\_\_ Classroom \_\_\_\_\_ Theater \_\_\_\_\_ Reception \_\_\_\_\_ Other: \_\_\_\_\_

Type of Function: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Reception \_\_\_\_\_ Meeting Only \_\_\_\_\_

Preferred Venue: Marriott Marquis \_\_\_\_\_ Other: \_\_\_\_\_

MORNING MEETING	AFTERNOON MEETING	ALL DAY MEETING
6AM – 11AM \$600	12 NOON – 5PM \$600	\$1,000
SMALL EVENT	MEDIUM EVENT	LARGE EVENT
0 – 100 REGISTERED ATTENDEES \$2,000 (3300-4010-05)	101-200 REGISTERED ATTENDEES \$3,500 (3300-4010-05)	201-600 REGISTERED ATTENDEES \$5,000 (3300-4010-05)
SPONSORSHIP EVENT		
ALL REGISTERED ATTENDEES \$10,000 (3400-4010-05)		

### CONTACT INFORMATION

Organization Name \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Onsite Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

PAYMENT INFORMATION		
AMOUNT:		EMAIL COMPLETED FORM WITH PAYMENT TO: MARNIE THOMPSON MEETING PLANNER ADCES  EMAIL: MTHOMPSON@ADCES.ORG PHONE: 312-601-4859
PAYMENT TYPE: CREDIT CARD	VISA MASTERCARD AMEX DISCOVER	
CREDIT CARD #:		
EXPIRATION DATE:	CVV#:	
CARD HOLDER NAME:		
SIGNATURE:		

BY SIGNING THIS FORM, I AUTHORIZE ADCES TO CHARGE MY CREDIT CARD FOR THE TOTAL PAYMENT DUE

Upon the acceptance of this application by the Association of Diabetes Care & Education Specialists (ADCES), the terms of this application, together with the attached guidelines, shall become a binding agreement between Sponsor and ADCES, effective as of the dates of this Application ("Agreement"). Sponsor may not cancel this request after acceptance of the Application by ADCES except for a material breach of this Agreement by ADCES that remains uncured 30 days after notice to ADCES specifying the breach.

Authorized Signature

Date:

ADCES USE ONLY	DATE RECEIVED	APPROVED BY	VENUE	ROOM
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ADCES has outlined the following Meeting/Special Event Guidelines in order to aid exhibitors and approved partners as they plan their overall participation at ADCES23. The following guidelines are designed to provide every attendee with the same positive experience and to ensure that ADCES is consistent in its relationship with exhibitors and partners.

#### **GENERAL GUIDELINES:**

An exhibitor may request permission to host a meeting or special event for non-CE programs, such as focus groups, receptions, rehearsal rooms, sales force training or debriefing, etc., at the ADCES Annual Conference. The ADCES Meeting Services Department expedites the approval process and assists in finding a location that meets your event needs. All space is reserved on a first-come, first-serve basis and availability is not guaranteed. Organizers of events held around an ADCES Conference are required to inform the ADCES Meeting Services in writing of the intended time of event at least 30 days prior to the event and prior to booking. If these scheduled times do not fall into ADCES23 guidelines, ADCES Meeting Services will notify the organizer to change their times/dates accordingly.

- All Meetings / Special Events must be approved by ADCES prior to execution. Requests may not be made directly to the convention center or any ADCES23 hotels.
- If an exhibitor or approved partner is interested in securing space for an event/function at any other host city venue, they may contact the venue/host city directly, but must first receive approval from ADCES Meeting Services on the date and time of the proposed event.
- Forms must have payment information completed before room can be assigned. If paying by check, your order will not be processed until payment is received.
- No refunds

#### **APPROVAL PROCESS**

- Complete a Meeting Request Form or Special Event Request Form (including payment information) for each meeting or event
- A confirmation letter with your room assignment and contact information for catering and AV will be emailed to the contact listed on the Meeting or Special Event Request Form.
- An exhibitor is responsible for all costs incurred for AV, food service, lock changes or special set. All arrangements will be made directly with the assigned venue and appropriate vendors.
- Prior to print, a copy of the invitation and invite list must be sent to ADCES for approval (if applicable).
- All arrangements will be made directly with the assigned venue.

#### **SCHEDULE:**

The Schedule at a Glance outlines all official ADCES23 events. ADCES23 events are defined as scheduled CE sessions, exhibit floor hours, Product Theaters, Corporate Symposia, and All-Attendee events. Meetings / Special Events may not conflict with ADCES23 events.

If the intended audience is exhibitors only, and they are registered as “exhibitors”, space may be requested Wednesday, August 2 – Monday, August 7 from 6:00 am – 6:00 pm. Rehearsal space for Education Theater and Corporate Symposia may also be requested during these times. Room availability may be limited at these times due to official ADCES Annual Conference use.

If the intended audience includes registered attendees, requests will only be approved at the following times:

DATE	TIME
Thursday, August 3	7:00 PM – 11:00 PM
Friday, August 4	After 6:00 PM
Saturday, August 5	After 9:30 PM
Sunday, August 6	Not available
Monday, August 7	6:00 AM – 8:00 AM

**SPECIAL NOTE FOR EXHIBITORS: A reduction in priority points or a monetary penalty will be assessed to exhibitors and approved partners who host events in conflict with these schedule guidelines.**

#### **INVITATION/REGISTRATION (if applicable):**

Exhibitors and approved partners are responsible for their own invitation and registration process. Invitations must be approved by ADCES prior to sending. The Exhibitor Service Kit details how to purchase the attendee Mail/Email list for attendees and pre-registered attendees. ADCES does provide marketing assistance with sponsorship events and larger special events. This information is disclosed in the Special Event Agreement. Send invitations to [jbellan@adces.org](mailto:jbellan@adces.org).

***Questions can be sent to [meetings@adces.org](mailto:meetings@adces.org)***