

AFFILIATE MEETING SPACE FUNCTIONS

POLICIES & PROCEDURES

Requesting Meeting Space

All meetings and events hosted by industry, attendees, or non-attendees must be submitted to ASCRS through the online space application process and must be approved by ASCRS.

Affiliate functions are defined as meetings, events, dinners, a private room, and any off-site function that requires its own space outside of your exhibit booth and outside of the convention center.

You are required to submit an application for approval if your affiliate function includes any of the following elements:

- an invitation
- registration
- a presentation
- celebration
- advisory meeting
- filming & interview rooms
- has educational or informative components

If you are not sure if your function qualifies as an affiliate function, please contact Kyle Bixby, kbixby@ascrs.org, to confirm before submitting an application. *Please note: ASCRS does not have affiliate meeting space at the Los Angeles Convention Center.*

Applications will open on September 9, 2024. Do not attempt to make reservations directly with venues before approval. This will forfeit your request for space.

- An application must be submitted even if the event is for industry or staff only.
- An application is required to be submitted for each day a meeting or event is being held.
- An application must be submitted even if it's not at one of the ASCRS official hotels.
- An application must be submitted for any venue space or restaurant space.

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



All space assignments are subject to availability, and requests are handled on a first-come, first-served basis. Companies using a third party to coordinate their off-site events are required to have their contact information included in the online application.

ASCRS will not be held responsible and has no authority for any charges incurred by the hotel as well as approved or outside vendors. All charges are the sole responsibility of the company hosting the affiliate event.

Hospitality Suites

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. Please contact Kyle Bixby, kbixby@ascrs.org prior to submitting your application to see if you qualify for a Hospitality Suite.

Following the function approval, ASCRS will check with your requested properties for availability. Once approved and confirmed from the hotel, you will work directly with the hotel on all logistics.

Affiliate Meeting Space Functions *(continued)*

Confirmed Exhibitors

A non-refundable administrative fee will be required at the time of the application per function, per day. The pricing tiers for submitting your affiliate requests are as follows:

- September 9 - December 31: \$500
- January 1 - April 10: \$650

After April 11th – Final/Last Minute Requests will vary depending on hotel availability. If space is available, the administrative fee will be \$850

Non-Exhibiting Companies

A non-refundable administrative fee will be required at the time of the application per function, per day. The pricing tiers for submitting your affiliate requests are as follows:

- September 9 – December 31: \$4,000 per event, per day
- January 1 – April 10: \$5,000 per event, per day
- After April 11: \$6,000 per event, per day

Non-exhibiting companies are not permitted to have meeting space at the following hotels:

- JW Marriott
- Ritz Carlton
- Intercontinental

Meeting/space requests may not be longer than 4 hours and must not be during blackout hours.



Affiliate Application Payments

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

CHECKS, WIRES, AND ACH WILL NOT BE ACCEPTED AS A FORM OF PAYMENT FOR AFFILIATE FUNCTIONS.

Marketing Policies

ASCRS does not endorse or sanction any affiliated function. Use of the ASCRS and its subsidiaries' names or logos in conjunction with these events is strictly prohibited.

Confirmed affiliate function holders may promote their affiliate function by sending a mailed advertisement. The attendee mailing list request form will be available in the Exhibitor Resource Center in December. Please send your mailer to the Exhibits Team at exhibits@ascrs.org for review and approval. Changes may be requested.

You are permitted one sign in front of your meeting/event space. Signage for your meeting or event is not permitted outside the confines of a competing exhibitor's meeting or event. Should competing companies host events in the same hotel/venue on the same day, external marketing is limited to immediately in front of your meeting/event space(s) only. External marketing may not interfere or detract from a competing exhibitor's event or marketing. External personnel used for marketing purposes are expected to maintain appropriate behavior and dress at all times.

ASCRS Meeting Space Approval Process

All functions must be scheduled so as not to interfere with the ASCRS, ASOA, and EyeWorld programs, breaks, events, and lunches. Events that are submitted that conflict with the outlined dates and times will not be approved.

ASCRS reserves the right to attend/monitor all affiliate function meetings without notice. Violators will risk their participation in future ASCRS Annual Meetings.

AFFILIATE FUNCTION EVENT HOURS

The time periods listed on the next page reflect when any aspect of the event may begin including onsite registration and/or a reception.

Affiliate Meeting Space Functions *(continued)*

An attendee may be an ophthalmologist, optometrist, practice administrator, technician, or nurse, and/or anyone considered to be a health professional.

Affiliate meetings and functions may be held beginning Thursday, April 24–Monday, April 28 within the following time periods (please note, there is limited availability):

Thursday, April 24	Any time
Friday, April 25	Prior to 8:00 a.m. & after 5:30 p.m.
Saturday, April 26	Prior to 8:00 a.m. & after 5:30 p.m.
Sunday, April 27	Prior to 8:00 a.m. & after 5:30 p.m.
Monday, April 28	Prior to 8:00 a.m. & after 5:30 p.m.

Third-Party Coordinator Information

Companies using a third party to coordinate their off-site events are required to have their contact information included in the online application.

The exhibiting company will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations for the ASCRS Annual Meeting among its staff and affiliates. Any violations by a third party will be considered a violation by the company and will be dealt with as outlined in the exhibitor rules and regulations. Companies using a third party to coordinate their off-site events are required to have their contact information included in the online application.

Questions Regarding Affiliate Functions

If you have any questions in regard to meeting space or need to make changes to your event after you have submitted your application/the location has contacted you, please email Kyle Bixby, kbixby@ascrs.org.

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 affiliate meetings. ASCRS will speak with the hotel/venue, company contact listed on the application 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 will not permit the company to host or act as a meeting planner for any affiliate function for the following 2 years. Additionally, the company may be prevented from exhibiting or attending the following ASCRS Annual Meeting.

3rd Offense

ASCRS will prohibit the exhibiting company hosting the function from exhibiting at the next ASCRS 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 will not permit the company to host or act as a meeting planner for any affiliate function the following five consecutive years.

ASCRS appreciates the need for each firm to conduct business in an effective and efficient manner during the course of the meeting and is 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 and our industry partners.

