



# AAACE Scientific & Clinical Congress

## ANCILLARY FUNCTION REQUEST FORM

### COMPANY INFORMATION

Company Name \_\_\_\_\_ Booth # (if applicable) \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

### EVENT INFORMATION

Name of Event \_\_\_\_\_  
 Event date \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time \_\_\_\_\_  
 Purpose and/or description of event (s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Sponsoring Company \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Contact phone number and email \_\_\_\_\_  
 Expected number of attendees \_\_\_\_\_

### LOCATION REQUESTED

Sheraton Boston Hotel       Hynes Convention Center

### ATTENDEE INFORMATION

by Invitation only     Open to all     Internal staff only

### SLEEPING ROOMS REQUIRED

Yes     No

If yes, number of sleeping rooms \_\_\_\_\_ number of nights \_\_\_\_\_

### Rules and Regulations:

1. Companies may NOT contract meeting space directly with Official AAACE hotels or with contracted convention center facilities without prior approval from AAACE.
2. Companies may NOT secure space for poster and/ or educational presentations: Any scientific activity or educational presentation that is meant for a group of 100 people or more falls under our Product Theater and/or Satellite Symposia application.
3. Black-out Times: Companies may NOT hold any type of function during AAACE activities; unless they are internal /staff events.
 

Wednesday, May 16, 2018	8:00am – 8:00pm
Thursday, May 17, 2018	5:15am – 9:45pm
Friday, May 18, 2018	5:15am – 9:15pm
Saturday, May 19, 2018	8:00am – 11:00pm
Sunday, May 20, 2018	8:00am – 11:15am
4. All AAACE approved activities are restricted to the assigned facility event room/suite and may not be held in any public area. This includes facility lobbies, hallways, and sidewalks near the hotel or convention center.
5. All charges for services provided by the facility are the responsibility of the company sponsoring the activity. AAACE will not be responsible for any charges incurred, including room rental, Food and Beverage, Audio Visual needs, internet or electric charges.
6. Any company function that is in violation of these rules and regulations shall be immediately cancelled. Your company waives any rights to claims or damages.