

ANCILLARY/AFFILIATE MEETING SPACE REQUEST AFFILIATE AGREEMENT

ANESTHESIOLOGY 2013TM Annual Meeting October 12-16 San Francisco, CA

APPLICATION DEADLINE: FRIDAY, SEPTEMBER 13, 2013

Organizations wishing to hold group functions in conjunction with the ANESTHESIOLOGY 2013TM Annual Meeting, October 12-16 in San Francisco, CA must first obtain meeting space from ASA. Please submit one application for each meeting room requested along with Affiliate Agreement.

The function will be assigned from the designated facilities contracted within the ASA housing block. These facilities are instructed not to assign meeting space to affiliate organizations unless approval has been received from ASA. The affiliate organization and/or its agents will work directly with the assigned facility's convention service manager to coordinate arrangements pertaining to the proposed event.

It is the responsibility of the organizers hosting events to make sure that those events comply with the guidelines regulated by the ASA. Such events must be approved in advance by ASA, and are subject to the following **Terms and Conditions** of use:

1. Meetings/Functions may be conducted during the following hours outlined below:

Saturday, October 12	Sunday, October 13	Monday, October 14	Tuesday, October 15
6:00 am-8:00 am	6:00 am-8:00 am	6:00 am-8:00 am	6:00 am-8:00 am
After 7:00 pm	After 6:00 pm	After 6:00 pm	After 6:00 pm

NOTE: ASA is not responsible for subsequent schedule changes made by the AMOC Committee or by the chairs of ASA Committees. Ancillary organizers will be notified if their request time must be changed.

- Meetings/Functions cannot conflict with ASA's educational programming. Educational programs that would take place during ASA program hours are conflicts, and space will not be assigned.
- 3. Affiliate social events may NOT include any presentation of educational or scientific content to meeting participants.
- 4. Once space is approved, an email confirming your space will be sent along with the facility information and the name of the facility convention service manager contact that will work directly with the organizer to finalize the meeting/function arrangements.
- 5. Requests for 24-hour hold on meeting space will not be honored or confirmed by ASA. Such requests will be determined at the discretion of the assigned facility.
- 6. Promotional materials associated with each meeting/function must first be submitted to ASA for review and final approval. All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the ASA Annual Meeting*. The name American Society of Anesthesiologists, the acronym ASA, ASA logo and the ASA Annual Meeting logo are registered trademarks of the American Society of Anesthesiologists. Use of the aforementioned in conjunction with promotional materials without the express written consent of ASA is prohibited.
 - Promotion of meetings is not permitted in/around the convention center, in the headquarter facilities, or through "room drops." ASA does not provide its mailing list for ancillary meeting use. Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature.
- 7. Any and all costs for services levied by the assigned facility (meeting space rental, catering, audio visual, etc.) or other contracted vendors associated with the affiliate organization and/or its agents meeting/function are the sole responsibility of the submitter. ASA is not responsible for payment of any services connected with the event.
- 8. Submitters will be notified beginning the week of **June 24, 2013** of meeting space approval and assigned facility placement. Please do not contact ASA by call or email prior to this deadline date.
- 9. Submitters who contact facilities on their own or otherwise attempt to circumvent ASA ancillary meeting space assignment process are subject to denial.
- 10. ASA reserves the right to accept, reject or condition acceptance, based on ASA's sole discretion, for any reason, which need not be disclosed to the submitter. All outstanding obligations to ASA by the submitter, including payment of all debts must be fulfilled prior to space assignment.
- 11. The submitter shall protect, indemnify, hold harmless and defend ASA, its officers, directors, agents, members and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation, resulting from submitter's negligence or willful misconduct; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ASA, its officers, directors, agents, members or employees.

ASA has the full authority to interpret or amend these rules at its sole discretion. All decisions will be final. Affiliates agree to abide by any Terms and Conditions that may hereafter be adopted. All matters or questions not covered by the above Terms and Conditions are subject to the discretion of ASA. These Terms and Conditions may be amended at any time by ASA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by ASA to such parties.

SIGNATURE OF AGREEMENT

This application form is used to apply for function space approval. You will receive an e-mail confirmation from the ASA Park Ridge office regarding your application. In the event the ASA approves your application, by signing below you agree to the Terms and Conditions outlined in the above Ancillary Meeting Space Request Affiliate Application and not to use the ASA or ANESTHESIOLOGY 2013TM names or logos in the promotion of this meeting/function. By approving your application, the ASA does not endorse or sanction your meeting/function, and no such relationship should be inferred by your affiliate organization and/or its agents or implied to your meeting/function participants.

Authorized Contact (Print Name)	Authorized Contact - Approved By Signature
Authorized Contact (Tillit Name)	Authorized Contact - Approved By Signature
Organization/Company Name	Date



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$\underline{CONTACT\ INFORMATION}\ (\textit{required})$

ASA a					ASA DESIGNATED FACILITIES A currently has space contracted at the facilities listed below.		
Organization/Compar	ny Name			71571 currently has spa	ce contracted at the facil	nies listed below.	
				Hilton San Francisco Union Square The Palace Hotel			
Contact Person				St	. Regis San Francisco		
				T	W San Francisco he Westin St. Francis		
Address							
				FACI	LITY PREFERENC	E	
City	State	Zip	1.				
			2.				
Phone	Fax		3.				
E-Mail				Final facility assi	gnment will be based on	availability.	
MEETING/FUNC	CTION TYPE						
Events affecting the A	Anesthesiology 2013™ Ar	nnual Meeting attend	ees, who are outside of the	ne educational progr	amming, including bu	t not limited to:	
	Committee Meeting	☐ Board N	Meeting	ni Reception	☐ Reception/Dinne	r	
☐ Check here if thi	is meeting/function is ed	ducational in natur	e.				
☐ Check here if thi	is meeting/function has	an invited speaker	to present.				
If checked, please i	dentify	•	•				
	arketing materials will be wof all marketing mate			for the proposed e	event.		
MEETING/FUNC	CTION SPECIFICATI	ONS					
Meeting/Function N	Name						
Meeting/Function -	Description/Purpose						
Meeting/Function Date Start Time		End Time	Expected Number of Attendees				
REQUESTED ME	EETING/FUNCTION	ROOM SET					
☐ Conference	☐ Hollow Square	☐ U-Shape	☐ Classroom	☐ Theatre	☐ Banquet	☐ Reception	
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Please remit applic			ASA OFI	FICE USE ONLY:			
Marcia Perzyna, Meeting Planner American Society of Anesthesiologists			Data form received:				

Date request approved:

Assigned Facility:

Approved By: ___

Marcia Perzyna, Meeting Planner American Society of Anesthesiologists 520 N. Northwest Highway Park Ridge, IL 60068-2573

Phone: (847) 825-5586 Fax: (847) 825-1692

E-mail: m.perzyna@asahq.org

NOTE: Final facility assignment will be based on availability.