

APPLICATION DEADLINE: FRIDAY, AUGUST 19, 2016

Organizations wishing to hold group functions in conjunction with ANESTHESIOLOGY® 2016 Annual Meeting, October 22–26 in Chicago, IL, must first obtain ASA approval. Applications will be reviewed on a first-come, first-served basis. Space is assigned after all official ASA®, ASA Governance and affiliated subspecialty functions have been placed. All applications must be accompanied by a non-refundable administrative fee per application form.

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:

Friday, October 21	Saturday, October 22	Sunday, October 23	Monday, October 24	Tuesday, October 25
6 a.m.–11 p.m.	6–8 a.m. After 7 p.m.	6–8 a.m. After 6 p.m.	6–8 a.m. After 6 p.m.	6–8 a.m. After 6 p.m.
	Official Affiliate Event Evening	**Foundation Fundraising/Networking Event		

NOTE: ASA reserves the right to enforce subsequent schedule changes made by the AMOC Committee or by the chairs of ASA Committees. Ancillary organizers will be notified if their requested time must be changed.

****The Foundation Fundraising/Networking Event will take place during the evening of Sunday, October 23. This event is open to all attendees and will benefit the following Foundations: ASACF, FAER, WLM, AF. We encourage you not to overlap this event and will work with you to find alternate times.**

2. One of the benefits for commercial companies that exhibit at ANESTHESIOLOGY 2016 is the opportunity to hold ancillary events during the meeting. Because non-exhibiting commercial companies are prohibited from advertising, soliciting or otherwise contacting ASA meeting registrants on official ASA meeting space or at ASA meeting facilities, **ASA will not release or assign any of its meeting space to commercial companies not already contracted to be an official ASA exhibitor.** For information about exhibiting at ANESTHESIOLOGY 2016, contact Craig Baker or Kristin Hudson: (800) 564-4220 / (703) 631-6200, email: asaexhibits@spargoinc.com or go to the "Industry Opportunities" tab on the ASA Annual Meeting website, goanesthesiology.com, for further details.
3. **Prohibition of Exhibitor-Sponsored Scientific Sessions:** Commercial firms which exhibit at the ANESTHESIOLOGY 2016 Annual Meeting will not be permitted to conduct or sponsor educational activities, presentations or meetings in Chicago, IL, from **Friday, October 21 through Wednesday, October 26, 2016.** Only normal sales presentations describing products and their functions are allowed in the exhibit booths, facility sleeping rooms/suites, off-site ASA designated facilities dinners and/or receptions and any sponsored activity on the exhibit hall floor.
4. ASA provides the scientific education content at the meeting. To avoid conflicts with the ANESTHESIOLOGY 2016 Annual Meeting scientific program, **organizers** may not make any scheduled, live presentations in Technical Exhibit booths or at exhibitor-sponsored functions. Affiliate social events may NOT include any presentation of educational or scientific content to meeting participants. Commercial firms failing to comply with this rule will have their 2016 exhibit space revoked and no refund will be issued from ASA to the firm for the cost of the 2016 booth space.
5. **Prohibition of Symposia:** Commercial firms are not allowed to sponsor scientific symposia at the meeting from **Friday, October 21 through Wednesday, October 26, 2016.** Commercial firms failing to comply with this rule will have their 2016 exhibit space revoked and no refund will be issued from ASA to the firm for the cost of the 2016 booth space.
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 ANESTHESIOLOGY 2016.* The name American Society of Anesthesiologists®, the acronym ASA, ASA logo and the 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 American Society of Anesthesiologists is prohibited.

Use of the ASA logo, trademark, or name in conjunction with publicity must be pre-approved by ASA. ASA must not be represented as co-sponsoring an event unless it has been pre-approved by the Director of Meetings and Exhibits. Please e-mail the ASA Meetings & Exhibits Department at annmtg@ASAhq.org.

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. Brochures/fliers may be distributed from the exhibitor booth during exhibitor hours.

7. Organizations will be notified via email when their application has been received. All approved groups will be notified in **mid-May** of meeting space approval and assigned facility placement. Please do not contact ASA by call or email prior to mid-May. Please note that both ASA and the facility have the right to move an event if ASA or the facility determines the space assigned is subsequently needed for an official ASA function or if the space is not best suited in the assigned room. Once rooms have been assigned, organizers are responsible for making all further arrangements for the event (e.g., AV, F&B requirements, billing arrangements) directly with the facility.

8. Please note that the **facility may charge for the use of the meeting room**. Room rental can be negotiated between the organizer and the facility (after space assignment has been confirmed). Each function will be handled individually and issued a separate contract. All meeting room rental fees, food and beverage, audiovisual equipment rentals and other services are the responsibility of the organizer. Organizers should study function contracts carefully before signing, **paying special attention to cancellation clauses. In the event of a canceled function, the organizer may be required to pay the facility for lost revenue.** 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.
9. Organizations who contact facilities on their own or otherwise attempt to circumvent ASA ancillary meeting space assignment process are subject to possible revocation of privileges at future ASA meetings and events.
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 organizations. All outstanding obligations to ASA by the organization, including payment of all debts must be fulfilled prior to space assignment. Ancillary and satellite events (approved by ASA) shall in no way state or imply endorsement of, or support by, ASA for the event, organizer, products or services discussed in announcements, advertising, on any signage or during the presentations.
11. The organization 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 the organization'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. Exhibitors agree to abide by any Terms and Conditions that may hereafter be adopted. All matters or questions not covered by the above rules and regulations 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 email confirmation from the ASA Schaumburg 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 2016 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. Failure to adhere to the policy may result in any or all of the following actions: (1) Cancellation of event; (2) Refusal to allow the company or group to list the information on the ASA Schedule of Events; (3) Refusal to allow organizers the opportunity to hold an event in the future.

Authorized Contact (Print Name)

Authorized Contact - Approved By Signature

Organization/Company Name

Date

CONTACT INFORMATION (required)

Organization/Institution/Company Name

Ancillary/Affiliate Contact Person

Address

City

State

Zip

Phone

Fax

E-Mail

MEETING/FUNCTION TYPE

Events affecting the ANESTHESIOLOGY 2016 annual meeting attendees, who are outside of the educational programming, including but not limited to:

☐ Staff Meeting | ☐ Reception | ☐ Reception/Dinner

☐ Check here if this meeting/function is educational in nature.

☐ Check here if this meeting/function has an invited speaker to present.

If checked, please identify _____

☐ Check here if marketing materials will be produced for this function/meeting.

ASA requires review of all marketing materials prior to production and distribution for the proposed event.

REQUESTED MEETING/FUNCTION ROOM SET

☐ Conference



☐ Hollow Square



☐ U-Shape



☐ Classroom



☐ Theater



☐ Banquet



☐ Reception



MEETING/FUNCTION SPECIFICATIONS

Meeting/Function Name

Meeting/Function - Description/Purpose

Meeting/Function Date

Start Time

End Time

Expected Number of Attendees

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Preferred Meeting Location (please list three, in order of preference)

CONTACT INFORMATION (required)

Organization/Company Name

Organization/Company Contact Person

APPLICATION FEE

Early Bird Discount	On or Before April 1	\$100.00
Regular Administrative Fee	(After) April 1	\$200.00

TOTAL FEE DUE \$ _____

METHOD OF PAYMENT

☐ Check | ☐ VISA | ☐ MasterCard | ☐ American Express

Please include credit card information or mail your check, made payable to ASA, with completed application. Applications received without payment will not be processed. By completing the following information, I am authorizing the application fee to be applied to my credit card. I have read and understand and agree to the ASA Ancillary/Affiliate Meeting Space Affiliate Application terms and conditions. A receipt of payment will be sent upon request.

Card Number

Expiration Date

Card Holder Name

Billing Address

City

State

Zip

Card Holder Signature

Questions? Contact:

Kristin Etherton, Meetings Coordinator
American Society of Anesthesiologists
1061 American Lane
Schaumburg, IL 60173-4973
Phone: (847) 268-9202
E-mail: k.etherton@asahq.org

NOTE: Final facility assignment will be based on availability.

ASA OFFICE USE ONLY:

Date form received: _____

Date request approved: _____

Assigned Facility: _____

Approved By: _____