



# Meeting Room Request Form

Function Name: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

**Non-Refundable Schedule Fee:** Refer to the Meeting / Special Events Guidelines for more information. Fee is based on per room, per day.

Morning (6am – 11am) = \$600       Afternoon (12noon – 5pm) = \$600       All Day = \$1,000

Anticipated # of Attendees: \_\_\_\_\_ Intended Audience:  Registered Participants    Registered Exhibitors  
Is this function by invitation only:  Yes    No

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

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

\*Selection above do not constitute an order. Catering, special set fee, AV, lock changes and labor are ordered, charged and paid separately.

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

## Contact Information

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

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

On-Site Contact Person: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

## Payment Information

Amount:	\$
Payment Type: <i>Credit Card</i>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover
Credit Card #:	
Expiration Date:	CVV #:
Card Holder Name:	
Signature:	

### Email/Mail completed form with payment to:

Christina Bessette  
Meetings  
Coordinator AADE  
Department 4445 Carol  
Stream, IL 60122-4445  
Phone: (312) 601-4859  
Email: [meetings@aadenet.org](mailto:meetings@aadenet.org)

**By signing this form:** I authorize AADE educators to charge my credit card for the total payment due.

<b>AADE Use Only</b>	Date Received _____ Approved By _____ Venue _____ Meeting Room _____ PP _____
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# MEETING ROOM & SPECIAL EVENTS GUIDELINES

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AADE has outlined the following Meeting/Special Event Guidelines in order to aid exhibitors and approved partners as they plan their overall participation at AADE19. The following guidelines are designed to provide every attendee with the same positive experience and to ensure that AADE 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 AADE Annual Conference. The AADE 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 AADE Conference are required to inform the AADE 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 AADE19 guidelines, AADE Meeting Services will notify the organizer to change their times/dates accordingly.

- All Meetings / Special Events must be approved by AADE prior to execution. Requests may not be made directly to the convention center or any AADE19 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 AADE 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 AADE for approval (if applicable).
- All arrangements will be made directly with the assigned venue.

## **SCHEDULE:**

The Schedule at a Glance outlines all official AADE19 events. AADE19 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 AADE19 events.

If the intended audience is exhibitors only, and they are registered as “exhibitors”, space may be requested Wednesday, August 7 – Monday, August 12 from 6:00 am – 6:00 pm. Rehearsal space for Product Theater and Corporate Symposia may also be requested during these times. *Room availability may be limited at these times due to official AADE Annual Conference use.*

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

<b><u>DATE</u></b>	<b><u>TIME</u></b>
Thursday, August 8	5:00 pm – 11:00 pm
Friday, August 9	6:00 am – 7:30 am; after 7:00 pm
Saturday, August 10	6:00 am – 7:30 am; after 9:00 pm
Sunday, August 11	6:00 am – 7:30 am
Monday, August 22	6:00 am – 7:30 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 AADE prior to sending. The Exhibitor Service Kit details how to purchase the attendee Mail/Email list for attendees and pre-registered attendees. AADE does provide marketing assistance with sponsorship events and larger special events. This information is disclosed in the Special Event Agreement.

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