



## AFFILIATE MEETING SPACE APPLICATION

Affiliate meeting rooms during the AAFS Annual Conference, February 17–22, 2025, are only available to participating exhibitors and industry supporters. A limited number of private meeting rooms are available and will be reserved on a **first-come, first-served basis** at the discretion of AAFS. You will be responsible for the organization of your function. Contact your AAFS representative ([cmontoya@aafs.org](mailto:cmontoya@aafs.org)) to submit your reservation request form.

<b><u>Meeting Organizer</u></b>	<b><u>Fee (Prior to Dec. 16)</u></b>	<b><u>Fee (On/After Dec. 16)</u></b>
Industry Supporter	\$550 per room/full day \$350 per room/half day/evening	\$850 per room/full day \$650 half day/evening

### **TERMS AND CONDITIONS**

1. Meeting room assignments will be confirmed 8 weeks out from the conference.
2. Functions may not conflict with the AAFS Scientific Program Schedule (General Program Schedule Below) without prior approval by AAFS.
3. All charges associated with the affiliate meeting (such as electric, audiovisual, and catering) are solely the responsibility of the meeting organizer; AAFS will provide hotel/venue/supplier contact information upon approval of the space. All communication from that point forward is between the applicant and the hotel/venue/supplier.
4. If AAFS is able to confirm your groups meeting activity by **December 16, 2024**, your information will be published in the AAFS Calendar of Events distributed at the conference. All other promotion or notification is your responsibility.

### **AAFS SCHEDULE**

Monday, February 17, 2025—8:30 a.m.–5:30 p.m.  
Tuesday, February 18, 2025—8:30 a.m.–5:30 p.m.  
Wednesday, February 19, 2025—8:30 a.m.–5:30 p.m.  
Thursday, February 20, 2025—8:30 a.m.–5:00 p.m.  
Friday, February 21, 2025—8:30 a.m.–5:00 p.m.



**PLEASE COMPLETE ONE APPLICATION FOR EACH FUNCTION PLANNED. ALL REQUESTS MUST BE APPROVED BY AAFS.**

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Industry Supporter Name \_\_\_\_\_  
Title/Purpose of Meeting \_\_\_\_\_  
Preferred Dates \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Estimated Attendance \_\_\_\_\_

**LOGISTICAL REQUIREMENTS & EQUIPMENT RENTALS**

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**SET UP:**  Theater (chairs in a row)     Conference Table     Hollow Square Table     Classroom  
 U-Shaped Table     Banquet Rounds     Reception

**AV:** Do you require Audio & Visual Services?  YES     NO (If selected, you will receive order forms for AV requirements)

**F&B:** Do you require Food & Beverage Services?  YES     NO (If selected, you will receive menus/catering order information)

Do NOT post in the AAFS Calendar of Events

**ADDITIONAL INSTRUCTIONS/ REQUIREMENTS:**

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**PAYMENT INFORMATION**

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By signing and returning the Meeting Space Application, this form shall become a binding contract and is subject to the terms, conditions, rules, and regulations set forth herein. Supporter will be invoiced and provided with payment instructions upon review of the application. Should Supporter desire to cancel this agreement, they must do so by giving notice thereof in writing sent to the organizer. Cancellations received prior to December 16, 2024, will forfeit 50% of the total fee. Cancellations received on or after December 16, 2024, will forfeit 100% of the fee. There will be no refund after this time. AAFS reserves the right to reject, cancel, or refuse rental of space to any person or company.

**APPLICANT INFORMATION**

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CONTACT NAME \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_