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: ☐ Omni Hotel ☐ The Westin ☐ 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

<table>
<thead>
<tr>
<th>Amount:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Type:</td>
<td>☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover</td>
</tr>
</tbody>
</table>

Credit Card #:
Expiration Date: __________________ CVV #: __________________
Card Holder Name: __________________
Signature: __________________

Email/Mail completed form with payment to:
Christina Bessette
Meetings Coordinator ADCES
Department 4445 Carol Stream, IL 60122
Phone: (312) 601-4859
Email: meetings@adces.org

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

ADCES Use Only
Date Received: __________________ Approved By: __________ Venue: __________ Meeting Room: __________ PP: __________
ADCES has outlined the following Meeting/Special Event Guidelines in order to aid exhibitors and approved partners as they plan their overall participation at ADCES20. The following guidelines are designed to provide every attendee with the same positive experience and to ensure that ADCES 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 ADCES Annual Conference. The ADCES 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 ADCES Conference are required to inform the ADCES 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 ADCES20 guidelines, ADCES Meeting Services will notify the organizer to change their times/dates accordingly.

- All Meetings / Special Events must be approved by ADCES prior to execution. Requests may not be made directly to the convention center or any ADCES20 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 ADCES 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 ADCES for approval (if applicable).
- All arrangements will be made directly with the assigned venue.

**SCHEDULE:**
The Schedule at a Glance outlines all official ADCES20 events. ADCES20 events are defined as scheduled CE sessions, exhibit floor hours, Education Theaters, Corporate Symposia, and All-Attendee events. Meetings / Special Events may not conflict with ADCES20 events.

If the intended audience is exhibitors only, and they are registered as “exhibitors”, space may be requested Wednesday, August 12 – Monday, August 17 from 6:00 am – 6:00 pm. Rehearsal space for Education Theater and Corporate Symposia may also be requested during these times. **Room availability may be limited at these times due to official ADCES Annual Conference use.**

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 13</td>
<td>5:00 pm – 11:00 pm</td>
</tr>
<tr>
<td>Friday, August 14</td>
<td>6:00 am – 7:30 am; after 7:00 pm</td>
</tr>
<tr>
<td>Saturday, August 15</td>
<td>6:00 am – 7:30 am; after 9:00 pm</td>
</tr>
<tr>
<td>Sunday, August 16</td>
<td>6:00 am – 7:30 am</td>
</tr>
<tr>
<td>Monday, August 17</td>
<td>6:00 am – 7:30 am</td>
</tr>
</tbody>
</table>

**SPECIAL NOTE FOR EXHIBITORS:** A reduction in priority points or a monetary penalty will be accessed 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 ADCES prior to sending. The Exhibitor Service Kit details how to purchase the attendee Mail/Email list for attendees and pre-registered attendees. ADCES 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@adces.org