



AFFILIATE MEETING SPACE RULES, REGULATIONS AND APPLICATION

If your organization would like to obtain meeting space during ObesityWeek 2017, please review the Rules and Regulations listed below and complete the Meeting Space Application. All requests shall be reviewed and approved on a first-come, first-served basis; meeting space is limited.

RULES AND REGULATIONS:

1. Affiliate functions will be scheduled at the Gaylord National Harbor Resort & Convention Center.
2. Meeting space will not be approved at the ObesityWeek official hotels for exhibitors conducting poster, educational presentations, or other scientific program activities. These activities fall under our Corporate Symposia Guidelines and should be submitted utilizing that application, which can be found at <http://obesityweek.com/sponsors/>.
3. Meeting space requests from ObesityWeek exhibitors and sponsors will be charged at the exhibitor/sponsor regular or late fee, depending on date of receipt; non-exhibitors/sponsors may request space at the higher non-exhibitor/sponsor rate. For regular fees, requests must be received by September 1, 2017. Meeting space requests received between September 2 and September 29, 2017 will be processed at the higher late request fee.
4. Your company may ONLY conduct functions involving attendees during the dates and times approved by ObesityWeek (listed below). Staff only events do not have to be held during the times listed below.
5. Activities are restricted to the confines of the official hotel event rooms and suites and may not be held in public areas, including but not limited to, hotel lobbies/hallways, and sidewalks adjacent to the hotels or convention center.
6. All charges for services levied by the Gaylord National Harbor and/or other venues are solely the responsibility of the Affiliate. ObesityWeek has no responsibility or authority over any charges, including but not limited to: food and beverage minimums, audio-visual pricing, internet charges, electric costs, etc. ObesityWeek will provide the Gaylord National Harbor contact information in the event acceptance letter. All communication from that point on will be between the Affiliate and the Gaylord National Harbor. The Gaylord National Harbor Resort & Convention Center may require your company representative to sign a contract.
7. If your company is interested in securing space for an event/function at any other host city venues (not an ObesityWeek hotel), you may contact the venue directly, but must first receive approval from ObesityWeek on the date and time of the proposed event.
8. Your company can provide signage based on the following restrictions: Up to 2 signs maximum, no larger than 22" x 28". Signage may only be placed in the hotel one hour prior to the event function and must be removed within 30 minutes of the conclusion of the meeting. Placement is limited to the entrance of the meeting room or as determined by the hotel. It is your company's responsibility to comply with ObesityWeek's policy as well as the Gaylord National Harbor policy concerning placement of signage.



9. Anyone involved in planning a function must observe the ObesityWeek Rules and Regulations listed above. Affiliates are responsible for ensuring that all company representatives/agents adhere to all the rules and regulations outlined in the Meeting Space Application. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with ObesityWeek.

10. Functions found to be in violation of these guidelines shall be immediately discontinued. Your company waives any rights to claims of damages resulting from the enforcement of these guidelines.

11. Each affiliate room application is a request for a single room for a (1) day meeting (up to 24-hour hold). If your request is for more than one day and/or multiple functions, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee.

12. Your company shall protect, indemnify, hold harmless and defend ObesityWeek, its officers, directors, agents, volunteers, subcontractors, employees and/or representatives against all such claims, liabilities, losses, damages, judgments or settlements, including reasonable attorneys' fees and costs and other expenses incurred by the indemnifying party on account of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ObesityWeek, its officers, agents or employees.

13. All matters and questions not covered by the above guidelines are subject to the discretion of ObesityWeek. ObesityWeek may amend these guidelines at any time, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, ObesityWeek will give written notice to such parties.

Do not contact the Gaylord National Harbor directly until ObesityWeek approval has been confirmed to you in writing. ObesityWeek will forward a copy of all approved requests to the Gaylord National Harbor.

Important Gaylord National Harbor Dates to Remember:

1. **30 Days Prior to Event (September 29, 2017)** - Agreement/Order form due (Including Food & Beverage menu order)
2. **20 Days Prior to Event (October 9, 2017)** - Affiliate Manager to send confirmed orders (Meeting and Food & Beverage events) for approval.
3. **14 Days Prior to Event (October 15, 2017)** - Final Signed Event Orders Due
4. **14 Days Prior to Event (October 15, 2017)** - 100% full estimated pre-payment due

APPROVED AFFILIATE EVENT DATES/TIMES:

Monday, October 30 th	6:00 am - 8:00 am; 7:00 pm - midnight
Tuesday, October 31 st	6:00 am - 8:00 am; 7:00 pm - 9:00 pm
Wednesday, November 1 st	6:00 am - 8:00 am; 6:30 pm - midnight
Thursday, November 2 nd	6:00 am - 8:30 am; 12:00 noon - 2:00 pm



APPLICATION FEES PER DAY:

<u>Event Organizer</u>	<u>Regular Fees Until September 1</u>	<u>Late Fees September 2 - September 29</u>
Exhibitor/Sponsor	\$500	\$750
Non-Exhibitor/Sponsor	\$2,500	\$3,000
University/Non-Profit Organization (Including Level 2 and Level 3 Partners)	\$100	\$100

CANCELLATION INFORMATION:

Cancellations must be received within 3 weeks of submission to ObesityWeek and no later than September 29, 2017 to qualify for a refund of 75% of the application fee. After September 30, 2017, application refunds will not be issued for meeting space which has been confirmed. Cancelling an event with the host hotel does not automatically cancel your event with ObesityWeek or entitle you to a refund of application fees paid.



AFFILIATE MEETING SPACE APPLICATION

FUNCTION INFORMATION:

Company/Organization Name: _____

Booth #: (if applicable) _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Rentals are charged per day, please list your meeting days below

	Meeting Date	Start Time	End Time	Purpose
1				
2				
3				
4				

Number of People Expected: _____

ObesityWeek will maintain an internal listing of Affiliate events, to assist attendees in locating events. Please provide the following information for our listing; this list will not be distributed outside of ObesityWeek staff or vendors.

Name of Event: _____

Post EVENT NAME on Reader Boards? Yes No

Sponsoring Organization: _____

Onsite Contact: _____

Contact Number for Day of Event: _____

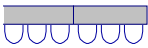
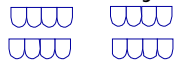

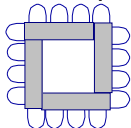



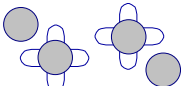
Type of Attendance: Staff Only Invitation Only Open to all attendees

(Check only one)

Meeting Room Set-Up

NUMBER	ADDITIONAL EQUIPMENT NEEDS	NUMBER	ADDITIONAL EQUIPMENT NEEDS
	Easel(s) for client supplied signage		Head Table for ___ people
	Table Top Podium		Registration Desk with ___ chair(s)
	Standing Podium		6x30 Skirted Display Table
	Riser*		Other

Please select one style below.

<input type="checkbox"/>	Classroom 	Room Set Quantity _____ (amount of chairs/expected number of attendees)	<input type="checkbox"/>	Theater Style 
<input type="checkbox"/>	Conference 		<input type="checkbox"/>	Hollow Square 
<input type="checkbox"/>	Rounds of 8 		<input type="checkbox"/>	Rounds of 10 
<input type="checkbox"/>	U-Shape 		<input type="checkbox"/>	Cocktail /Reception 

*Setup capacity will vary depending on meeting room or suite square footage. Please confirm with your Event Manager to ensure requested setup accommodation will fit in the reserved meeting room.

AV/ Technology Pricing Information

	<i>Meeting space is not equipped with standard electrical outlets, please see power options below. Pricing does not include 15% installation and removal of 6%Tax. Any electrical needs required should be pre-arranged through your Hotel Event Manager and will be charged to your company's master account.</i>
<input type="checkbox"/>	Electric- Package - (\$150.00++ / day) Power for up to 4 Laptops and 1 Printer. Will Include 3 extension cords and 1 power strips
<input type="checkbox"/>	Electric Package - (\$160.00++ / day) Power for up to 4 Laptops, Projector or Printer. Will Include 2 extension cords and 2 power strips
Qty <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Electric a La Carte - 20 amp - 2000 Watts - 120 Volts (\$80.00++ each) 6 Outlet Multi Strip - (\$25.00++ each) Extension Cord - (\$15.00++ each)
	<i>ObesityWeek will have wireless internet access throughout the meeting space. However, this is not a dedicated internet access line and is not suitable for presentation purposes.</i>
<input type="checkbox"/>	IT - Wireless Internet (1st Device) (\$800.00 / one time charge) Please choose a User ID: Please choose a Password:
<input type="checkbox"/>	Additional Connection \$250.00. #Additional Connection Requested:
<input type="checkbox"/>	IT - High Speed Internet Access (1st Wired Device) (\$1,300.00 / one time charge)
<input type="checkbox"/>	Additional Connection \$300.00. #Additional Connection Requested:
<input type="checkbox"/>	IT - DID Hotel Voice Line and Polycom Speaker Telephone \$575.00
	<i>All overnight guests will have complimentary wi-fi in the guest rooms as part of their resort fee. Enhanced in-room Wi-Fi is available for an additional fee</i>

Food & Beverage Pricing Information

There is currently a 24% service charge, a 6% sales tax added to all food and a 9% beverage sales tax added to charges. The 24% service charge is taxable.

The hotel will assess a fee of \$100++ for all "pop-up" requests. A "pop-up" is classified as an event that is requested of the hotel within 72 business hours of the actual event.

GROUP understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under the age.



APPLICATION FEE PAYMENT INFORMATION

Please provide payment information for your application fee. All payments for hotel functions and related orders will be provided directly to hotel, and processed through Gaylord National billing.

Check:

If you will be paying by check (drawn on a US bank and in US dollars), mail the completed and signed application form and payment to: ObesityWeek, LLC 1110 Bonifant Street, Suite 500 Silver Springs MD 20910

Credit Card:

If you will be paying by credit card, please email the completed and signed application form to emily.bougas@meetingadvice.com. Credit card payments require a cardholder's signature, company name and billing address.

Type of Card: American Express: MasterCard: Visa: Discover:

Credit Card Number: _____

Exp. (MM/YY): _____ / _____ CCV #: _____

Amount to Charge Card: # Rooms Requested _____ X # days per room _____ X

Room Rate (See Chart Below) \$ _____ = Total Authorized Charges \$ _____

Meeting/Event Name: _____

Name on Credit Card: _____

Company Name: _____

Credit Card Billing Address: _____

City/State/Postal Code: _____

Email Address of Who Should Receive the Receipt: _____

Please indicate fee amount to be charged:
(Check only one)

<u>Event Organizer Type</u>	<u>Regular Fees: Before September 1</u>	<u>Late Fees: After September 1</u>
Exhibitor/Sponsor:	\$500 - <input type="checkbox"/>	\$750 - <input type="checkbox"/>
Non-Exhibitor/Sponsor:	\$2,500 - <input type="checkbox"/>	\$3,000 - <input type="checkbox"/>
University/Non-Profit Organization (Level 2 and 3 Partners):	\$100 - <input type="checkbox"/>	\$100 - <input type="checkbox"/>

I authorize ObesityWeek to charge the total payment fee indicated on this form to my credit card.

Signature: _____ Date: _____



RETURN ALL PAGES OF THIS APPLICATION TO EMILY BOUGAS AT
EMILY.BOUGAS@MEETINGADVICE.COM

PLEASE DO NOT WRITE BELOW THIS LINE - OBESITYWEEK ONLY

Date Received: _____ Date Processed: _____ Amount: _____

Transaction #: _____ Entered into Spreadsheet: _____

Comments: _____
