

**AFFILIATE GROUP REQUEST for FUNCTION SPACE**  
**ACFAS 2025 SCIENTIFIC CONFERENCE**  
WEDNESDAY, MARCH 26– SUNDAY, MARCH 30, 2025 | PHOENIX, AZ



**Deadline is Monday, March 3, 2025. Complete one form per function; duplicate this form as often as needed.**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

On-site Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**FUNCTION INFORMATION**

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

Day/Date \_\_\_\_\_

Start Time (AM/PM) \_\_\_\_\_ End Time (AM/PM) \_\_\_\_\_

No. of Attendees Expected and Type of Audience \_\_\_\_\_

**Functions NOT permitted at these times:**

- Wednesday, March 26, 2025, 7:30 a.m. – 6:30 p.m.
- Thursday, March 27, 2025, 7:00 a.m. – 8:30 p.m.
- Friday, March 28, 2025, 7:00 a.m. – 6:00 p.m.
- Saturday, March 29, 2025, 6:30 a.m. – 6:30 p.m.

*Open times Thursday, Friday, and Saturday, 12:00 – 2:00 p.m.*

**TYPE OF EVENT**

- |   |  |
|---|--|
| <input type="checkbox"/> Advisory Board Meeting | <input type="checkbox"/> Social Event  |
| <input type="checkbox"/> Hospitality            | <input type="checkbox"/> Staff Meeting |
| <input type="checkbox"/> Alumni Function        | <input type="checkbox"/> Reception     |

*\*Satellite Programs are only available as sponsor events if offered to physicians. Please see Exhibitor Rules & Regulations 28 and 29. Food service is the responsibility of the event sponsor.*

**DO NOT ATTEMPT TO MAKE RESERVATIONS DIRECTLY WITH HOTEL VENUES. THIS WILL FORFEIT YOUR REQUEST FOR SPACE.**

If this form is not completed in its entirety, your confirmation will be delayed. In the event approval for your meeting or social event is not granted by ACFAS, the College will not be held responsible or accountable for any hotels or other entities with whom you have entered into contractual agreements.

**RESPONSIBILITIES AGREED TO BY SIGNING THE REQUEST FORM**

- Ancillary meeting organizers are responsible for providing the hotel with specifics with regard to room set, audiovisual, guarantees, and food & beverage requirements.
- Organizers are responsible for all costs associated with the ancillary meeting, including hotel labor costs, additional audiovisual fees, equipment service, food & beverage, etc.
- Organizers will take full responsibility for the ancillary meeting and will hold harmless ACFAS, its officers, agents, and employees from any and all liability associated with the event.
- Ancillary meeting programs are not developed, sponsored, or planned by ACFAS. The ACFAS logo, conference theme or images, or meeting schedule may not be used in any mailing pieces, signs, advertising, or promotions in any media, either inside or outside of the meeting hotel, before, during, or after the meeting. The ACFAS name or acronym may only be used if communication is reviewed and approved in advance by ACFAS. ACFAS prohibits the distribution of ancillary meeting announcements or promotional materials within the meeting hotel. Hotel room drops are only allowed through ACFAS at an additional charge for approved companies only.
- If any of ACFAS's policies are violated, ACFAS reserves the right to cancel the ancillary meeting at any time. The company's status concerning future ACFAS annual conferences could also be jeopardized and company will lose 10% of total priority points for the following year conference.

Name \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM NO LATER THAN MARCH 3RD, 2025.**

Email: [vanessa.mobley@acfas.org](mailto:vanessa.mobley@acfas.org) | Phone: 800.421.2237

