

AFFILIATE GROUP FUNCTION SPACE REQUEST FORM

**DECEMBER 5-9, 2023
HENRY B. GONZALEZ CONVENTION CENTER**

Discount deadline is October 23, 2023.

Please submit one request per event. If your event requires more than one meeting room, you must submit a separate request for each room needed.

Please complete and return to sabcs@uthscsa.edu.

Preferred Hotel*

Please indicate first, second, third, and fourth choice of preferred hotels.

1. _____
2. _____
3. _____
4. _____

Date	Event Begin Time:	Event End Time
*Only for small meetings. Any meeting request over 125 are subject to special review. Please provide a brief description of the proposed event including attendees, agenda, and purpose for review.		
**Headquarter Hotels: Marriott Rivercenter and Marriot Riverwalk Hotel <u>are assigned on a first-serve basis. Non-Exhibitors will not be permitted in any Headquarter Hotel.</u>		

Organizer's Information

Planning on behalf of (Company Name)

Supporter Contact Name

Supporter Contact Phone

Event Name/Title

Planning Company

Planner Contact Name

Title

Planner Contact Phone

Planner Contact Email

Address

City State

Zip Country

Type of Group:

- Corporate/Industry Government Affiliated
- Tax Exempt (Non-Profit) College/University

Type of Event:

- | | |
|--|--|
| <input type="checkbox"/> Advisory Board Meeting | <input type="checkbox"/> Investigator Meeting/ Industry Update |
| <input type="checkbox"/> Committee Meeting | <input type="checkbox"/> Investor Meeting |
| <input type="checkbox"/> Hospitality Desk | <input type="checkbox"/> Business Office |
| <input type="checkbox"/> Hospitality Suite* | <input type="checkbox"/> Social Event |
| <input type="checkbox"/> Internal Corporate Business Meeting | |

Will you need Audio Visual? Yes No

Will you need Food and Beverage? Yes No

Expected Number of Attendees: _____

Room Set-Up:

- Classroom Hollow Square Rounds U-Shape
- Conference Reception Theater Other

Administrative/Application Fees

(per event per day)

Exhibitors/Supporters

Before October 23, 2023	\$100.00 per event, per day
After October 23, 2023	\$200.00 per event, per day
\$500 24-hour hold fee	Any event/function over 6 hours

Non-Exhibitors

Before October 23, 2023	\$1,700.00 per event, per day
After October 23, 2023	\$2,000.00 per event, per day
24-hour holds not permitted	

Tax-Exempt (Non-Profit)

\$100 per event/function 6 hours or less
24-hour holds will be approved on a case-by-case basis

Hospitality Suites:

Exhibitors - \$500.00 per event
Non-Exhibitors: Before October 23, 2023 - \$1,700.00 per event
After October 23, 2023 - \$2,000 per event

Cancellation Policy: No refunds will be issued

Payment Method

Invoice will be sent upon receipt and approval of application.

- By checking this box you agree to the Terms and Conditions outlined in the Affiliate Group Function Space Request Form

SABCS will make every effort to notify each applicant of the status of their application via email within seven (7) business days of receiving the Affiliate Event Request.



AFFILIATE MEETING POLICIES

Terms and Conditions

Functions found to be in violation of these guidelines shall be immediately terminated. The Affiliate Group waives any rights to claims of damages arising out of the enforcement of these guidelines.

All matters and questions not covered by the guidelines are subject to the discretion of SABCS. These SABCS guidelines may be amended at any time by SABCS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by SABCS to such parties. The Affiliate Group shall protect, indemnify, hold harmless and defend SABCS, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorney fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of SABCS, its officers, directors, agents or employees.

X

By signing this document, you agree to the Terms and Conditions outlined in the Ancillary/Affiliate Guidelines.

