



Affiliate Meeting Space Application

If your organization would like to obtain meeting space during Obesity Week 2013, 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. Most Affiliate functions will be scheduled at the Omni Hotel at CNN Center or the Atlanta Marriott Marquis. Meeting space is limited at the Georgia World Congress Center.
2. Meeting Space will not be approved at the Obesity Week 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/supporters/sponsor-a-symposium>.
3. Meeting space requests from Obesity Week sponsors and exhibitors will be charged at the exhibitor Regular or Late fee, depending on date of receipt; non-exhibitors may request space at the higher non-exhibitor rate. For Regular fees, requests must be received by October 15, 2013. Meeting space requests received between October 16 and November 15, 2013 will be processed at the higher Late request fee.
4. Your company may conduct functions involving attendees during Obesity Week approved Affiliate event dates/times ONLY. 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 hotels and/or other venues are solely the responsibility of the Affiliate. Obesity Week 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. Obesity Week will provide facility contact information in the event acceptance letter. All communication from that point on will be between the Affiliate and the hotel. Hotels 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 venue (not an Obesity Week hotel) you may contact the venue directly, but must first receive approval from Obesity Week 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 Obesity Week's policy as well as the assigned hotel's policy concerning placement of signage.



9. Anyone involved in planning a function must observe the Obesity Week 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 Obesity Week.

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. You may submit a single room/24-hour hold/multiple day request on one form at one single fee. If your request is for 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 Obesity Week, 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 Obesity Week, its officers, agents or employees.

13. All matters and questions not covered by the above guidelines are subject to the discretion of Obesity Week. These guidelines may be amended at any time by Obesity Week, 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 Obesity Week to such parties.

Approved Affiliate Event Dates/Times

Wednesday, November 13	6:00 am – 8:00 am; 6:30 pm - midnight
Thursday, November 14	6:00 am – 9:00 am; 7:00 pm - midnight
Friday, November 15	6:00 am – 8:00 am; 6:00 pm – 9:00 pm
Saturday, November 16	6:00 am – 8:30 am; 12:00 noon – 2:00 pm

Application Fees

Event Organizer	Regular Fees Through October 15	Late Fees After October 16
Exhibitor/Sponsor	\$500	\$600
Non-Exhibitor/Sponsor	\$2,500	\$2,750
University/Non-Profit Organization	\$100	\$100

Cancellation Information

If your request is received prior to October 15, 2013 and you cancel within 3 weeks of Obesity Week's receipt of your request, a refund of 75% of the application fee will be issued. After October 16, 2013, 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 Obesity Week or entitle you to a refund of fees paid.



Function Information

Company/organization name:

Booth #: (if applicable)

Contact name:

Email:

Phone:

Fax:

Meeting Date:

Start time:

End time:

Preferred location: (check box)

Omni at CNN Center

Atlanta Marriott Marquis

Purpose of Meeting:

Number of People Expected:

Set-Up Style:

Classroom

Conference

Reception

Rounds

Theater

U-Shape

Additional Needs:

Audio-Visual

Food & Beverage

Do not contact hotels directly until Obesity Week approval has been confirmed to you in writing. Obesity Week will forward a copy of all approved requests to the appropriate venue.

Obesity Week 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 Obesity Week staff or vendors.

Name of Event:

Sponsoring Organization:

Onsite Contact:

Contact Number for day of event:

Type of Attendance:

Staff Only

By Invitation Only

Open to all attendees

