

# AFFILIATE GROUP EVENT REQUEST

**September 24-28, 2017 | Hyatt Regency Phoenix | Phoenix, AZ**  
**Deadline: August 11, 2017**

If your organization would like to host a committee or company meeting, workshop, user group, reception, hospitality suite or other promotional activity either at the conference hotel or at a facility off-site, please complete this form and return to the ACUA Executive Office. Upon receipt of this form, ACUA will review your request and on approval help to determine the location of meeting space if on-site at the conference hotel (based on availability at time of request).

## GUIDELINES

1. No unofficial activity can be held at a date or time that directly conflicts with the official schedule of the ACUA Annual Conference.
2. The Hotel will not release any meeting room space without approval from the ACUA Executive Office. Once your request is approved by our office, we will request meeting space for your event. No meeting space is guaranteed and is based on availability at time of approval of the request. ACUA does not hold meeting space for unofficial activities.
3. ACUA does not provide shuttles for unofficial activities held away from the conference hotel. It is the sponsor's choice and responsibility to provide transportation to/from approved unofficial activities.
4. All arrangements for hotel meeting room rental fees, room set-ups, food and beverage, audio-visual equipment and master account billing are the responsibility of the sponsoring organization once approved.
5. These events are labeled as an "unofficial activity" to indicate that they are not planned or sponsored by ACUA. Therefore, there can be no implication in any promotional materials, on-site materials or products that they are connected with ACUA Annual Conference or endorsed by ACUA.

## ON-SITE

Upon approval, the administrative fee to hold an unofficial activity at the conference hotel(s) in conjunction with the ACUA Annual Conference is payable to ACUA as follows:

Size of Room	Cost	Size of Room	Cost
Up to 500 square feet or in a suite	\$450	1,501 to 2,000 square feet	\$1,200
501 to 1,000 square feet	\$650	2,001 square feet or more & non-exhibiting/sponsoring companies	\$2,000
1,001 to 1,500 square feet	\$900		

## OFF-SITE

Upon approval, the administrative fee to hold an unofficial activity at a facility off-site in conjunction with the ACUA Annual Conference is payable to ACUA as follows:

Number of People Expected to Attend	Cost
Up to 100	\$450
101-500	\$650
501-1,000	\$900
Non-exhibiting/sponsoring companies	\$2,000

6. Promotion of Unofficial Activities:
  - You may promote your activity through your own marketing methods. Signage or flyers to promote your activity can be placed near the registration area at the conference hotel, but must be approved by ACUA as to the content and placement.
  - You may purchase pre- and post-conference mailing lists for \$150 each.

To ensure your understanding of the guidelines related to holding an unofficial activity, please fill in the information and sign below.

On-site Event     Off-site Event

Name of Organization/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Our organization requests to hold the following activity at the ACUA Annual Conference:

Committee/Company Meeting     Workshop     User Group/Advisory Board     Hospitality Suite     Other: \_\_\_\_\_

Purpose: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Time: \_\_\_\_\_ Size (sq. ft.) of Meeting Space Requested (if on-site): \_\_\_\_\_

On-Site Room Set-Up (Classroom, Rounds, Conference, Reception, etc.): \_\_\_\_\_

Number of People Expected to Attend (if off-site): \_\_\_\_\_

Payment Included: \$ \_\_\_\_\_

Our organization/company agrees not to schedule or conduct any outside activity, including, but not limited to, receptions, seminars, symposia, workshops, user groups, hospitality suites or other promotional activity that are in conflict with the official ACUA Annual Conference program, whether such activities are held at or away from the conference hotel, except with written approval of conference management. Our organization/company will submit to conference management any program we intent to hold for written approval as to time and place, via this form. Upon approval of event(s), we further agree to pay, in full, the administrative fee as listed above.

Signature of Authorized Contact Listed Above \_\_\_\_\_ Date \_\_\_\_\_

ACUA looks forward to working with you as plans are made for your event. Let us know at any time if we can be of assistance. We realize that your decision to conduct an unofficial activity represents a large investment of time and money and is a benefit to the ACUA Annual Conference attendees.

Return this form to the ACUA Executive Office, at [carroll@kellencompany.com](mailto:carroll@kellencompany.com).