



Third Annual Conference July 22 - 25, 2021 Loews, Miami Beach

ASPAN 2021 Ancillary Event Request Form

Deadline for submissions: June 22, 2021

If your company is planning to hold an event during the American Society of Pain & Neuroscience Third Annual Conference, carefully review the Rules and Regulations below.

Requests will be reviewed and approved on a first-come, first-served basis.

Space at the Loews Miami Beach Hotel is limited. Be sure to submit requests as soon as possible.

RULES AND REGULATIONS:

1. Companies may NOT contract meeting space directly with the Loews Miami Beach Hotel. Your company is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined. Any companies found contracting directly without prior consent from ASPAN or violating ASPAN's rules and regulations may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with ASPAN's Annual Conference.
2. Events found to be in violation of these guidelines shall be immediately discontinued. Your company waives any rights to claims of damages arising out of the enforcement of these guidelines.
3. Fees: \$10,000 - This fee is payable to ASPAN and includes meeting space assigned by ASPAN, basic AV equipment - projector and tripod screen (tech support not included), listing of your event on the conference agenda and 1 push notification. All costs related to the event, including but not limited to food and beverage, additional audiovisual, decor, etc, are the responsibility of the requestor.
4. Black-Out Times: Organizations may not hold functions during ASPAN session hours. Please refer to the program agenda.
5. Activities are restricted to the confines of the assigned hotel meeting rooms and may not be held in public areas, including but not limited to, hotel lobbies or hallways, and sidewalks adjacent to the hotel.
6. Any and all charges for services levied by the hotel or AV company are solely the responsibility of the company. ASPAN has no responsibility or authority over any charges, including but not limited to room rental, food and beverage minimums, audio visual pricing, internet charges, electrical costs, etc.
7. If a company is interested in securing space for an event/function at any other venue (not the Loews hotel) the company may contact the venue directly, after receiving approval from ASPAN on the event date, time and content.
9. Your company can provide one sign outside of assigned meeting room. Signage may only be placed in the hotel 2 hours prior to event start time and must be removed within 30 minutes of the conclusion of the event. Sign may be no larger than 24"x36". ASPAN needs to approve all signs before being placed outside room.
10. All matters and questions not covered by the above guidelines are subject to the discretion of ASPAN.

* 1. Acknowledgement

☐

By checking this box, you are agreeing to the ASPAN Ancillary Event Rules & Regulations.

*** 2. Contact Information**

Company Name

Contact Person

Address

City/State/Zip

Phone Number

Email

*** 3. Type of Meeting**

☐ Advisory Board Meeting

☐ Reception

☐ Dinner Meeting

☐ Other (please specify)

*** 4. Meeting Title & Description**

*** 5. Preferred Date & Start time**

1st choice

Date

Time

AM/PM

2nd choice

Date

Time

AM/PM

3rd choice

Date

Time

AM/PM

*** 6. Event Information**

of expected attendees

Preferred location (Loews hotel, offsite, etc.)

Room set-up (u-shaped, rounds, boardroom, schoolroom)

Expected AV requirements (Included AV is tripod screen & projector)

7. Please provide any additional information here.

Once your request has been approved, you will receive a confirmation that includes location assigned, venue contacts and instructions on where you should send your drafts of printed materials for approval.