



AFFILIATE MEETING SPACE APPLICATION

Affiliate meeting rooms during AIBD, December 5-7, 2022, are only available to participating exhibitors and industry supporters. A limited number of private meeting rooms are available at Walt Disney Swan and Dolphin Resort and will be reserved on a **first-come, first-served basis**. Private conference rooms are strictly limited to AIBD exhibitors and supporters for staff or team meetings and one-on-one meetings with attendees and only during non-Exhibit Hall hours. The average size of an affiliate meeting room is 1,000 SF. Room rental fees will apply per 1,000 SF meeting room, per day. Larger rooms will be quoted based on square footage and the duration of time that the room is needed. Contact your sales representative to submit your reservation form.

Meeting Organizer	Fee (Prior to November 22)	Fee (On/After November 22)
Non-Profit Organization / University	\$750 per room/day	\$1,000 per room/day
Industry Supporter/Exhibitor	\$1,250 per room/day	\$1,500 per room/day

TERMS & CONDITIONS

1. Meeting room assignments will be confirmed 8 weeks out from the conference.
2. Supporters/Exhibitors may conduct meetings during 2022 Advances in Inflammatory Bowel Diseases during the below Approved Industry Meeting Dates/Times ONLY. Pre and post conference meetings within 3 days of the 2022 Advances in Inflammatory Bowel Diseases Conference must be approved by HMP Global.
3. It is preferred that meetings be held in the official hotel event rooms and suites. Public areas, hotel lobbies or hallways, restaurants, or sidewalks adjacent to the hotel will not be allowed.
4. All charges associated with the industry meeting (such as audiovisual and catering) are solely the responsibility of the meeting organizer. HMP Global will provide hotel contact information upon approval of space. All communication from that point on is between the applicant and the hotel.
5. Exhibitors must provide their own 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 meeting 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 the applicant's responsibility to comply with HMP Global policy as well as the hotel policy concerning placement of signage.
6. Anyone involved in planning the meeting is asked to observe the HMP Global Rules and Regulations listed above. All Industry meeting sponsors are asked to ensure that their company representatives and/or agents adhere to all the rules and regulations outlined in the Industry Meeting Space Application & Guidelines.
7. Notification of intent to cancel must be provided in writing. Cancellation of exhibit space or support will result in the release of any HMP Global approved function space.
8. Cancellations received prior to November 4, 2022, will receive a refund of 50% of the application fee. No refunds will be issued for cancellations received on or after November 4, 2022.

RESTRICTED/APPROVED INDUSTRY MEETING DATES/TIMES

Date	Restricted Times	Approved Meeting Times
Monday, December 5, 2022	8:00 AM – 8:30 PM	6:00 AM – 8:00 AM 7:30 PM – MIDNIGHT
Tuesday, December 6, 2022	8:00 AM – 8:30 PM	6:00 AM – 8:00 AM 8:30 PM – MIDNIGHT
Wednesday, December 7, 2022	8:00 AM – 3:30 PM	6:00 AM – 8:00 AM 3:30 PM – 6:00 PM



PLEASE COMPLETE ONE APPLICATION FOR EACH FUNCTION PLANNED. ALL REQUESTS MUST BE APPROVED BY HMP GLOBAL

Sponsor's Name _____

Title/Purpose of Meeting _____

Preferred Dates _____ Start Time _____ End Time _____

Number of 1,000 Sq Ft Meeting Rooms Needed _____ Estimated Attendance _____

SET UP: ☐ Theater (chairs in a row) ☐ Conference Table ☐ Hollow Square Table ☐ Classroom (chairs and table)
☐ U-shaped Table ☐ Banquet Rounds ☐ Reception

LOGISTICAL REQUIREMENTS & EQUIPMENT RENTALS

AV: Do you require Audio & Visual Services? ☐ YES ☐ NO If selected, you will receive order forms for AV requirements.

F&B: Do you require Food & Beverage Services? ☐ YES ☐ NO If selected, you will receive menus/catering order information.

ADDITIONAL INSTRUCTIONS / REQUIREMENTS: _____

PAYMENT INFORMATION

By signing and returning the Meeting Space Application, this form shall become a binding contract and is subject to the terms, conditions, rules, and regulations set forth herein. There is a 3% credit card processing fee except for those located in CA, CO, CT, FL, KS, ME, NY, OK, TX, and Puerto Rico. **Payment Schedule:** 50% deposit must accompany this form with balance due November 4, 2022. Payment in full must accompany all applications received on/after November 9. **Cancellation:** Should Sponsor desire to cancel this agreement they must do so by giving notice thereof in writing sent to the organizer. Cancellations received prior to November 4, 2022 will forfeit 50% of the total sponsorship fee. Cancellations received on or after November 4, 2022 will forfeit 100% of the sponsorship fee. There will be no refund after this time. HMP reserves the right to reject, cancel, or refuse rental of space to any person or company.

APPLICANT INFORMATION

CONTACT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ MOBILE OR OFFICE _____

EMAIL _____

SIGNATURE _____ DATE _____



METHOD OF PAYMENT

Total Amount Due: \$ _____

Method of Payment

- ☐ Charge the entire amount to my credit card at this time.
- ☐ Charge the 50% deposit (for applications received prior to November 5, 2022).
- ☐ Check Enclosed: Make check payable to HMP and mail with your application to: HMP Communications, LLC, P.O. Box 22151, New York, NY 10087-2151

Credit card type (check one):

- ☐ MasterCard ☐ Discover ☐ Visa ☐ American Express

Name on Card (please print) _____

Credit Card Number _____

Expiration Date _____ Security Code _____

Billing Postal Code _____

Authorized Signature _____ Date _____

Return the Completed Meeting Space Application to Your Sales Representative and kbaumer@hmpglobal.com