

# AFFILIATE GROUP FUNCTION SPACE REQUEST FORM

Discount deadline is February 28, 2025.

**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 [affiliates@aacr.org](mailto:affiliates@aacr.org).

**Are you an exhibitor?**  Yes  No

## Preferred Hotel\*

Priority in a Headquarter Hotel\*\* will go to all AACR events. Please indicate first and second choice of preferred hotels.

**For those who are not exhibitors, please see page 3 below for a list of non HQ hotels.**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
Date Start Date End

\_\_\_\_\_  
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 Marquis and Hyatt McCormick Place **are assigned on first-come, first-serve basis. Non-Exhibitors will not be permitted in any AACR Headquarter Hotel.**

## 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)  Cancer Center  
 College/University

### Type of Event:

- Advisory Board Meeting  Investigator Meeting/  
 Committee Meeting Industry Update  
 Hospitality Desk  Investor Meeting  
 Hospitality Suite\*  Office  
 Internal Corporate  Social Event  
Business Meeting

Will you need Audio Visual?  Yes  No

Will you need Food and Beverage?  Yes  No

**Expected Number of Attendees:** \_\_\_\_\_

### Room Set-Up: (please select only one)

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

## Administrative/Application Fees

(per event per day)

### Exhibitors/Supporters

**Before February 28, 2025**

\$150.00 per event, per day  
 \$600 24-hour hold fee or any event/function over 6 hours

**After February 28, 2025**

\$250.00 per event, per day  
 \$600 24-hour hold fee or any event/function over 6 hours

### Non-Exhibitors

Before February 28, 2025 - \$1,800.00 per event, per day  
 After February 28, 2025 - \$2,100.00 per event, per day  
 24-hour holds not permitted

### Tax-Exempt (Non-Profit)

\$100 per event/function 6 hours or less  
 24-hour holds not permitted

### Hospitality Suites:

Exhibitors - \$550.00 per event  
 Non-Exhibitors: Before February 28, 2025 - \$1,800.00 per event  
 After February 28, 2025 - \$2,100 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

AACR 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 AACR. These AACR guidelines may be amended at any time by AACR, 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 AACR to such parties. The Affiliate Group shall protect, indemnify, hold harmless and defend AACR, 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 AACR, its officers, directors, agents or employees.

**X**

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

## Non HQ Hotels

21 c Museum Hotel  
 AC Hotel Chicago Downtown  
 ACME Hotel Company  
 Aloft Mag Mile  
 Aloft River North  
 Arlo Chicago  
 Best Western Grant Park  
 Cambria Hotel & Suites  
 Chicago Athletic Association  
 Chicago Marriot Downtown  
 Club Quarters Hotel  
 Congress Plaza  
 Courtyard Mag Mile  
 Doubletree Mag Mile  
 Embassy Suites Mag Mile  
 Fairmont Chicago  
 Fairfield Inn & Suites Downtown  
 Fairfield Inn & Suites River North  
 Hampton Inn Downtown  
 Hampton Inn McCormick Place  
 Hampton Inn North Loop  
 Hilton Chicago  
 Hilton Garden Inn Downtown Riverwalk  
 Hilton Garden Inn Downtown S Loop  
 Hilton Garden Inn McCormick Place  
 Home2 Suites McCormick Place  
 Homewood Suites Downtown  
 Homewood Suites Downtown S Loop  
 Hotel Cass, a Holiday Inn Express

Hotel Chicago Downtown, Autograph Collection  
 Hotel Saint Clair  
 Hyatt Centric Mag Mile  
 Hyatt Place River North  
 InterContinental Chicago  
 Kinzie Hotel  
 L7 Chicago by Lotte  
 Le Meridian Essex  
 Loews Hotel  
 LondonHouse Chicago  
 Omni Chicago  
 Palmer House  
 Pendry Chicago  
 Radisson Blu  
 Renaissance Chicago  
 Residence Inn River North  
 Royal Sonesta Downtown  
 Royal Sonesta River North  
 Sheraton Chicago & Towers  
 Silversmith Hotel Chicago Downtown  
 SpringHill Suites River North  
 Staypineapple  
 Swissotel Chicago  
 The Blackstone, Autograph Collection  
 The Chicago Hotel Collection  
 theWit Hotel  
 Virgin Hotel Chicago  
 Warwick Allerton  
 Westin River North