



AFFILIATE MEETING SPACE RULES, REGULATIONS AND APPLICATION

If your organization would like to obtain meeting space during IFSO 2022, 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. Meeting space will not be approved at the IFSO official hotels for exhibitors conducting poster, educational presentations, or other scientific program activities.
2. Meeting space requests from IFSO exhibitors and sponsors will be charged at the exhibitor/sponsor regular or late fee, depending on date of receipt; non-exhibitors/sponsors may request space at the higher non-exhibitor/sponsor rate. For regular fees, requests must be received by May 30, 2022. Meeting space requests received between May 31 and July 29, 2022 will be processed at the higher late request fee.
3. Your company may ONLY conduct functions involving attendees during the dates and times approved by IFSO (listed below). Staff only events do not have to be held during the times listed below.

APPROVED AFFILIATE EVENT DATES/TIMES:

Tuesday, August 23, 2022	7:00 AM - 5:00 PM; 7:00 PM - 10:00 PM
Wednesday, August 24, 2022	7:00 AM - 5:00 PM; 8:00 PM - 10:00 PM
Thursday, August 25, 2022	7:00 AM - 8:00 AM; 6:00 PM - 10:00 PM
Friday, August 26, 2022	7:00 AM - 8:00 AM; 5:00 PM - 7:00 PM

4. 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.
5. All charges for services levied by Fontainebleau Miami Beach and/or other venues are solely the responsibility of the Affiliate. IFSO 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. IFSO will provide Fontainebleau Miami Beach contact information in the event acceptance letter. All communication from that point on will be between the Affiliate and Fontainebleau Miami Beach. Fontainebleau Miami Beach may require your company representative to sign a contract.
6. If your company is interested in securing space for an event/function at any other host city venues (not an IFSO hotel), you may contact the venue directly, but must first receive approval from IFSO on the date and time of the proposed event.



7. 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 IFSO’s policy as well as Fontainebleau Miami Beach policy concerning placement of signage. You will need to request easels through Fontainebleau Miami Beach.
8. Anyone involved in planning a function must observe the IFSO 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 IFSO.
9. 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.
10. Each affiliate room application is a request for a single room for a (1) day meeting (up to 24-hour hold). If your request is for more than one day and/or multiple functions, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee.
11. Your company shall protect, indemnify, hold harmless and defend IFSO, 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 IFSO, its officers, agents or employees.
12. All matters and questions not covered by the above guidelines are subject to the discretion of IFSO. IFSO may amend these guidelines at any time, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, IFSO will give written notice to such parties.

Do not contact Fontainebleau Miami Beach directly until IFSO approval has been confirmed to you in writing. IFSO will forward a copy of all approved requests to Fontainebleau Miami Beach with your contact information.

Important Fontainebleau Miami Beach Dates to Remember:

1. **30 Days Prior to Event (July 22, 2022)** - Agreement/Order form due (Including Food & Beverage menu order and any a/v needs)
2. **20 Days Prior to Event (August 3, 2022)** - Affiliate Manager to send confirmed orders (Meeting and Food & Beverage events) for approval.
3. **14 Days Prior to Event (August 9, 2022)** - Final signed Event Orders due
4. **14 Days Prior to Event (August 9, 2022)**- 100% full estimated pre-payment due

No outside Food & Beverage is allowed inside of the meeting rooms/meeting space.



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APPLICATION FEES PER DAY - PER EVENT:

<u>Event Organizer</u>	<u>Regular Fees Until May 30, 2022</u>	<u>Late Fees May 31 - July 29, 2022</u>
Exhibitor/Sponsor	\$750	\$1,100
Non-Exhibitor/Sponsor	\$3,000	\$5,000
University/Non-Profit Organization	\$300	\$500

Deadline for applications is 5pm Eastern Standard Time on July 29, 2022. No applications are accepted after this time.

CANCELLATION INFORMATION:

Cancellations must be received within 3 weeks of submission to IFSO and no later than July 8, 2022 to qualify for a refund of 75% of the application fee. **Cancellations must be sent to: IFSO2022@meetingadvice.com** After July 8, 2022, application 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 IFSO or entitle you to a refund of application fees paid.

****Depending on the lateness with which you cancel your order with the hotel, there may be a charge incurred from Fontainebleau Miami Beach for food & beverage and audio/visual.**

APPLICATION FEE PAYMENT INFORMATION

Please provide payment information for your application fee. All payments for hotel functions and related orders will be provided directly to hotel and processed through Fontainebleau Miami Beach.

Check:

If you will be paying by check (for the application fee) (drawn on a US bank and in US dollars), mail the completed and signed application form and payment to: IFSO2022 C/O Meeting Advice, 6501 Congress Avenue, Suite 100, Boca Raton, FL 33487



ACH:

If you will be paying by ACH transfer (for the application fee), please email the completed and signed application form to IFSO2022@meetingadvice.com. Then use the transfer info below.

ACH/DIRECT DEPOSIT INFO

Bank of America
 NA 100 N Tyron St, STE 170
 Charlotte NC 28202

Remit Check To:

MeetingAdvice
 6501 Congress Avenue Suite 100
 Boca Raton, FL 33487

Account Name: MeetingAdvice
 Account Number#: 4451375050
 Wire Routing #: 026009593
 Check Routing #: 111000012

Credit Card:

If you will be paying by credit card (for the application fee), please email the completed and signed application form to IFSO2022@meetingadvice.com. Credit card payments require a cardholder's signature, company name and billing address. *Please note there is a 3% credit card processing fee associated with this payment method*

AFFILIATE MEETING SPACE APPLICATION

FUNCTION INFORMATION:

Company/Organization Name: _____

Booth #: (if applicable) _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Rentals are charged per day, please list your meeting days below

	Meeting Date/Name	Estimated # of attendees	Start Time	End Time	Purpose/Room setup style
1					
2					
3					
4					

IFSO 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 IFSO staff or vendors.



Name of Event(s): _____

Post EVENT NAME on Reader Boards? Yes No

Sponsoring Organization: _____

Onsite Contact: _____

Contact Number for Day of Event: _____

Type of Attendance: Staff Only Invitation Only Open to all attendees
 (Check only one)

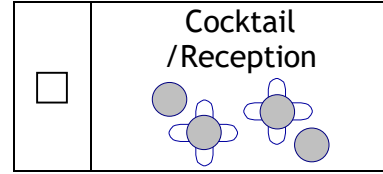
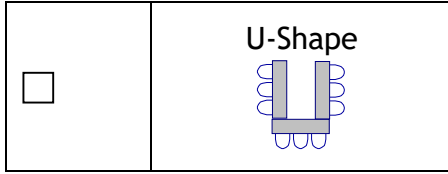
Company/Organization Name: _____

Meeting Room Set-Up

NUMBER	ADDITIONAL EQUIPMENT NEEDS	NUMBER	ADDITIONAL EQUIPMENT NEEDS
	Easel(s) for client supplied signage		Head Table for ___ people
	Table Top Podium		Registration Desk with ___ chair(s)
	Standing Podium		6x30 Skirted Display Table
	Riser*		Other

Please select one style below.

<input type="checkbox"/>	Classroom 	Room Set Quantity _____ (amount of chairs/expected number of attendees)	<input type="checkbox"/>	Theater Style
<input type="checkbox"/>	Conference 		<input type="checkbox"/>	Hollow Square
<input type="checkbox"/>	Rounds of 8 		<input type="checkbox"/>	Rounds of 10



*Setup capacity will vary depending on meeting room or suite square footage. Please confirm with your Event Manager (at IFSO) to ensure requested setup accommodation will fit in the reserved meeting room.

Company/Organization Name: _____

AV/ Technology Pricing Information

	<i>Meeting space is not equipped with standard electrical outlets, please see power options below. Any electrical needs required should be pre-arranged through your Hotel Event Manager and will be charged to your company’s master account.</i>
	The hotel understands that the Meeting Group may desire to utilize the services of a production company of its choice for its program. An outside AV/Production company may work within Fontainebleau Miami Beach as long as they follow our production guidelines and contractor vendor policies. Meeting Group is required to use PSAV for all meetings and breakouts or utilize the Projector Support Package of \$400 per room, per day. The Projector Support Package consists of (1) Tripod or Cradle Screen (room appropriate) with (1) 10-ft. VGA or HDMI cable, (1) Projection Stand or cart, (1) AC Extension Cord, (1) Power Strip, (1) 15amp Power Service no alterations or substitutions to The Projector Support Package permitted and additions will be at prevailing published rates. Please note that the price is subject to 25% service fee and 7% tax. You will be connected to the AV/Power representative once your space has been assigned.
	<i>All hotel guests will have complimentary wi-fi in the guest rooms as part of their resort fee. Enhanced in-room Wi-Fi is available for an additional fee.</i>

Food & Beverage Pricing Information - GROUP understands that Hotel’s liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under the age.

There is currently a 25% service charge, and 9% Florida beverage sales tax added to all food and beverage sales. The 25% service charge is taxable. Click [Catering Menu Fontainebleau Miami Beach](#) for event menus at Fontainebleau Miami Beach. Pop Up charges on events with consumption items will be calculated at the close of the event.



24 Hour Pop Up Charge - \$250

Or 10% of Revenue - Whichever is Greater - Events booked within a 24-hour period prior to service will incur an additional fee of either \$250 or 10% of the total food and beverage check, whichever is greater. Pop Up charges on events with consumption items will be calculated at the close of the event.

72 Hour Pop Up Charge - \$150 -

Or 10% of Revenue - Whichever is Greater - Events booked within a 72-hour period prior to service will incur an additional fee of either \$150 or 10% of the total food and beverage check, whichever is greater.

APPLICATION FEE PAYMENT

Type of Card: American Express: MasterCard: Visa: Discover:

Credit Card Number: _____

Exp. (MM/YY): _____ / _____ CVV #: _____

Amount to Charge Card: # Rooms Requested _____ X # days per room X _____ Room Rate

(See Chart) \$ _____ = Total Authorized Charges \$ _____

Meeting/Event Name: _____

Dates of Meetings: _____

Name on Credit Card: _____

Company Name: _____

Credit Card Billing Address: _____

City/State/Postal Code: _____

Email Address of Who Should Receive the Receipt: _____

Please indicate fee amount to be charged: THE ACTUAL CHARGE WILL BE BASED ON THE DATE WE RECEIVE THE APPLICATION. Charges are per room, per day. (Check only one)

<u>Event Organizer Type</u>	<u>Regular Fees:</u> <u>Up to May 30, 2022</u>	<u>Late Fees:</u> <u>After May 29, 2022</u>
Exhibitor/Sponsor:	\$750 <input type="checkbox"/>	\$1,100 <input type="checkbox"/>
Non-Exhibitor/Sponsor:	\$3,000 <input type="checkbox"/>	\$5,000 <input type="checkbox"/>
University/Non-Profit Organization:	\$300 <input type="checkbox"/>	\$500 <input type="checkbox"/>

I authorize IFSO to charge the total payment fee indicated on this form to my credit card.

Signature: _____

Date: _____



RETURN ALL PAGES OF THIS APPLICATION TO IFSO 2020
AT IFSO2022@MEETINGADVICE.COM

PLEASE DO NOT WRITE BELOW THIS LINE - IFSO ONLY

Date Received: _____ Date Processed: _____ Amount: _____

Transaction #: _____ Entered into Spreadsheet: _____

Comments: _____
