Affiliate Group Function Information and Scheduling Form

FACILITY OPTIONS
Space available for miscellaneous meetings will be split between the Moscone Convention Center and San Francisco Hilton Union Square. The core educational programming, general sessions, APhA and ASP House of Delegates and exposition will take place at the Convention Center. If you are planning events at both facilities, plan for approximately 15 minutes of travel time between the two.

Events are assigned on a first-come, first-served basis and after official APhA2017 events are placed. You may schedule an event anytime during the conference except during the following:
- Exclusive exhibit hall hours
  - Friday, 7:00pm-9:00pm
  - Saturday – Sunday, 11:00am-3:00pm
- APhA General Sessions
  - Saturday and Sunday, 9:00am-11:00am

All events scheduled during APhA2017 must be pre-approved. Always double check with APhA Meetings Staff before printing or distributing information containing the location of your event.

Moscone Convention Center
747 Howard St
San Francisco, CA 94103
www.ssfconf.com/

Hilton San Francisco Union Square
333 O’Farrell St
San Francisco, CA 94102
www.hiltonsanfranciscohotel.com/

HOW TO PARTICIPATE
To reserve space, complete the enclosed Group Scheduling Form, and return to Megan Meehan via fax at 202-448-8734 or mmeehan@aphanet.org by September 14. This includes events that have taken place in the past. Ticketed events must be received by this date.

APhA strongly encourages any group that is hosting an event in conjunction with APhA2017 to also become an APhA2017 exhibitor.

MEETING FEE
Early Bird Meeting Fee- request received by September 14: $300 (applied to each event)
Meeting Fee- request received after September 14: $375 (applied to each event)

The meeting fee includes the following:
- Meeting Room Rental
- Sign for Event (electronic signage will be used when available)
- Inclusion on Website and in Printed Final Program (deadline permitting)
- Pre- and On-Site Planning Assistance from the APhA Meetings Team
- Approval to Charge to APhA Master Account
- Ticketed Event Reports

Events cancelled after January 1 will incur a $50 administrative fee; events cancelled after February 14 will incur a $100 fee plus any charges imposed by the facility.
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TICKETED EVENTS
If your event carries a ticket requirement, your program information (title and ticket price) must be received by September 14 for programming into the online registration. For events received after September 14, a $500 computer programming fee will be assessed. You will receive ticketed event reports to assist you in determining your anticipated final attendance.

ESTIMATING ATTENDANCE FOR YOUR EVENT
Think carefully and be realistic about your attendance before returning the scheduling form so that we may assign space accordingly. Be sure to think about any impact on the space, such as audio visual and special room set requirements. We will assign space based on your initial estimate and will not have the opportunity to re-assign space based on your final guarantee.

AFTER YOU RESERVE YOUR SPACE
In December you will be sent a confirmation with facility contact information to finalize event details for your event. The packet will include menus, formulas for determining food and beverage costs, audiovisual equipment and labor costs. You will then work directly with the facility contact to finalize all of the logistics for your event.

PAYMENT
Once your reservation is received, an account is established for your event. All charges including audiovisual, food and beverage, floral, taxes, etc. will be applied to your account. Approximately 60 days after the conclusion of APhA2017, you will receive an itemized statement for your event. Payment will be due within 30 days of receipt of this invoice and may be made by Visa, MC, AMEX, or by check made payable to APhA.

You have the option to direct bill with the facility and pay them directly, if you choose this option, the meeting fee is due with the scheduling form. If you require payment by check please contact Megan Meehan mmeehan@aphanet.org to receive an advance invoice to submit to your accounting department prior to submitting your scheduling form.

TAX EXEMPTION
If your organization is tax exempt in the state of California, please provide a copy of the certificate when you submit the Group Scheduling Form. This information will then be included with your event information that is provided to the facility.

DISCREPENCIES
You are responsible for all charges related to your event. You will be asked to sign a banquet check at the conclusion of your event that will outline all food and beverage charges. Any discrepancies must be brought to the attention of Megan Meehan or Todd McDonald at the conclusion of your event. APhA will NOT be responsible for disputes of your bill following the annual meeting. Your signature on the banquet check will be considered confirmation that the charges listed are correct as well as authorization for payment of these charges.

Any questions contact Megan Meehan mmeehan@aphanet.org 202-429-7593
**Affiliate Group Function Information and Scheduling Form**

Name of Event (as you want it listed in APhA promotional materials) - use one form for each event to be scheduled

<table>
<thead>
<tr>
<th>Primary contact</th>
<th>Phone number</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary contact</td>
<td>Phone number</td>
<td>E-mail address</td>
</tr>
</tbody>
</table>

Organization | Street Address

City | State | Zip Code

Include in the following materials:  
- □ Website Schedule of Events
- □ Printed Final Program
- □ Do Not Publish

Preferred Location:  
- □ Moscone Convention Center
- □ Hilton San Francisco Union Square

Meeting Fee:  
- □ Early Bird (before Sept 14): $300
- □ Regular Rate (after Sept 14, before Nov 2): $375

- ▶ Sign for Event (electronic signage will be used when available)
- ▶ Inclusion on Website and in Printed Final Program
- ▶ Pre and On-Site Planning Assistance
- ▶ Approval to Charge to APhA Master Account
- ▶ Ticketed Event Reports

Payment Method:  
- □ APhA Master Account
- □ Direct Bill with the Facility

Type of Event (breakfast, meeting, reception, dessert reception etc.): _______________  
Anticipated Number of Guests: _______

Preferred Day, Date and Time (1 equal’s first choice and 4 equal’s last choice):

<table>
<thead>
<tr>
<th>Rank</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank</td>
<td>Friday</td>
<td>March 24</td>
<td></td>
</tr>
<tr>
<td>Rank</td>
<td>Saturday</td>
<td>March 25</td>
<td></td>
</tr>
<tr>
<td>Rank</td>
<td>Sunday</td>
<td>March 26</td>
<td></td>
</tr>
<tr>
<td>Rank</td>
<td>Monday</td>
<td>March 27</td>
<td></td>
</tr>
</tbody>
</table>

Will tickets be sold for this event?  
- □ Yes @ $___________ per ticket
- □ No

The room for this event should be set as follows (check all that apply):

- □ Banquet Rounds
- □ Conference
- □ U-Shape
- □ Theater
- □ Classroom
- □ Cocktail Rounds
- □ Hollow Square
- □ Dance Floor
- □ Stage for Entertainment

Special requests (please be specific):

Return to Megan Meehan at mmeehan@aphanet.org or fax 202-448-8734 by Monday, September 15

Please Fill out Below to Submit Meeting Fee Payment

Name on Credit Card: ______________________  
- □ Visa
- □ Mastercard
- □ Discover
- □ American Express

Credit Card Number: ______________________   
Exp Date: ___________   CVV: ___________

Signature: ________________________________   
Date: __________________