



NANS Ancillary Meeting Requests

If your company would like to obtain meeting space during the NANS Annual Meeting, please review the Rules and Regulations below and complete the Ancillary Meeting Request Form. Requests will be reviewed weekly and approved on a first-come, first-served basis. As space is limited, be sure to submit requests as soon as possible. Companies must be an exhibitor at the NANS Annual Meeting and have submitted their exhibit application to request meeting space.

Submit form to: **Jennifer Richards** at jrichards@neuromodulation.org

Last day to submit form: **October 27, 2023**

Please allow up to 10 business days for receipt of confirmation.

Rules and Regulations:

NANS refers to the North American Neuromodulation Society; Company(ies) refers to anyone requesting meeting space on behalf of a company, university, non-profit or other entity. Any companies found in violation of these rules and regulations risk a loss of priority points and the ability to attend and participate in future meetings.

1. **Companies may NOT contract meeting space directly with Caesars Palace.**
2. **Companies may not secure meeting space for posters, educational presentations, or fundraising activities of any kind**, including those that benefit NANS without prior approval. If you are requesting space for a symposium, please complete the NANS Non-CE Lunch Symposium Application.
3. **Fees:** You may submit a single room/24-hour hold/multiple day request on one form; each day is billed separately. However, if your request is for multiple rooms, over several days, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee. Your company will be charged a fee for every request submitted. There will be no charge if meeting space is not available.

Event Organizer/ Fee Per Day Per Room:

- a. University/Non-Profit: **\$400**
 - b. Exhibitor: **\$1,000**
4. **Payment:** Once the meeting space has been assigned and confirmation sent then an invoice will be issued, and your company will have **5 business days** to submit payment. Check, wire transfer, and credit card payment will be accepted. If payment (or proof of payment) isn't submitted within 5 business days upon receipt of invoice the meeting space may be cancelled.
 5. **Black-Out Times:** Companies may NOT hold functions during the defined "black-out" times, unless they are INTERNAL/STAFF only. Functions are defined as anything that could be interpreted as negatively impacting attendance of the NANS sanctioned events.
 - a. Thursday, January 18, 2024: 8:00am – 5:00pm and 7:00pm - 8:30pm
 - b. Friday, January 19, 2024: 7:00am – 7:00pm
 - c. Saturday, January 20, 2024: 7:00am – 5:30pm
 - d. Sunday, January 21, 2024: 8:00am – 11:30am



6. **Diamond Sponsors** have use of a complimentary meeting room from 8:00am Thursday through 5:00pm Saturday for private meetings. A request form must be submitted to receive this complimentary meeting room.
7. **Activities are restricted to the confines of the assigned hotel meeting space** and may not be held in public areas, including but not limited to, hotel lobbies or hallways, and sidewalks adjacent to the hotel. No signage may be publicly placed in hotel lobbies or hallways, on doors or in any space that would draw meeting attendees from sanctioned events.
8. **All charges for services levied by the hotel and/or other vendors are solely the responsibility of the company.** NANS has no responsibility or authority over any charges, including, but not limited to, room rental, food and beverage minimums, audio/visual pricing, internet charges, electric costs, etc. NANS will provide hotel contact information in the confirmation letter. From that point forward, the company will work directly with the hotel to plan the event. The hotel will require your company to sign a separate contract and require any orders to be submitted at least 30 days prior to the event or your company may be subject to higher fees.
9. **Your company can provide signage on-site based on the following restrictions:** Up to two signs maximum, no larger than 22" x 28". Signage may only be placed by the assigned meeting room one hour prior to the meeting start time and must be removed within 30 minutes of the conclusion of the meeting. It is the company's responsibility to comply with NANS's policy as well as the hotel's policy concerning placement of signage. Any promotional signage, including hand-held, within the NANS meeting area including hallways, stairwells, and escalators is prohibited without NANS written approval.
10. **If a company is interested in securing a Hospitality Suite or a Private Dining room,** they may contact the hotel directly. Any functions however may not be scheduled to conflict with any of NANS sanctioned events.

Contact: hospitalitysales@caesars.com / (866) 733-5827 or (702) 731-7778
11. **If a company is interested in securing space for a function at another venue** (off-site) they may contact the venue directly. Any off-site functions however may not be scheduled to conflict with any of NANS sanctioned events.
12. **Anyone involved in planning an ancillary meeting must observe the NANS Rules and Regulations as listed.** Your company is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined herein. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with the NANS Annual Meeting. Functions found to be in violation of these guidelines shall be immediately terminated. Your company waives any right to claims of damages arising out of the enforcement of these guidelines.
13. **Refund Policy:** No refund of fees will be processed if a confirmation letter has already been sent. Cancelling an event with the hotel does not automatically cancel your event with NANS or entitle your company to a refund of fees paid. If an error in billing is suspected, an inquiry must be made within 2 months of the event date. Inquiries made after this time will not be processed.
14. **All matters and questions not covered by the above guidelines are subject to the discretion of NANS.** These NANS guidelines may be amended at any time by NANS, 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 NANS to such parties. Your company shall protect, indemnify, hold harmless, and defend NANS, 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 NANS, its officers, director, agents, or employees.



NANS Ancillary Meeting Request Form

Please complete the form in its entirety and submit the signed form to **Jennifer Richards** at jrichards@neuromodulation.org. One request form per event. Last date to submit form: **October 27, 2023**.

COMPANY INFORMATION:

Company Name: _____

Company Type: University/Non-Profit Exhibitor

Address: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

Main Contact Name: _____ Title: _____

Phone: _____ Email: _____

On-Site Contact (if different from main contact):

Name: _____ Title: _____

Phone: _____ Email: _____

EVENT INFORMATION:

Name of Event: _____

Event Description: _____

Event Date(s): _____ - _____ Event Start Time: _____ Event End Time: _____

When will you need access to the meeting space (if earlier than event start time): _____

Attendee Information: Event is open to all attendees Event is for internal/staff only Event is invite only

Number of expected attendance: _____

MEETING SPACE:

Room Set-up (check one):

Conference Classroom Theater U-Shape Hollow Square

Rounds Reception Other _____

Food & Beverage:

Breakfast Lunch Dinner Reception Coffee Break

Audio Visual Needs: _____

Minimum Square Footage: _____

Additional Notes: _____

Signature: _____ Date: _____

By completing and submitting this signed form, I confirm that I have read and understand the NANS Rules and Regulations. I serve as an authorized agent of the requesting company.