

Policy No: G-16

Subject: Space Rental

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Staff

Policy Statement:

Only exhibitors at an AASL in-person event may request meeting space that is under AASL's control.

Focus:

Primary: AASL Staff, AASL Exhibitors

Purpose:

To define the process for requesting meeting space during an AASL in-person event.

Procedure:

1. AASL requires all hotel and meeting/event space contracts to include a clause requiring approval by the association for any use of space during an in-person event.
2. AASL reserves a conference headquarter hotel and convention center space for sponsor use only.
3. AASL will review events with under 20 participants on a case-by-case basis to ensure minimal impact to the overall event.
4. For events with more than 20 participants, AASL will need to review the date and time of the event, with a special focus as to whether the event will conflict with education or social events intended for general participants at AASL's program.
5. AASL will not publicize any non-AASL event that has been scheduled in meeting spaces, and signage will be limited to close proximity to the event (outside room, hallway leading to location, etc.). Signage that is placed near AASL signage will be removed.
6. Rooms in which a cost is associated must be paid for directly by the exhibitor to the hotel.
7. Any vendor that is not exhibiting at the AASL in-person event will not be granted meeting space.