



November 1-4, 2022 • San Diego

**AFFILIATE MEETING SPACE  
RULES, REGULATIONS AND INSTRUCTIONS**

If your organization would like to obtain meeting space during ObesityWeek®, please review the Rules and Regulations listed below and complete the application.

**RULES AND REGULATIONS FOR ALL FACILITIES:**

1. Deadline for applications is COB October 19, 2022. No applications are accepted after this time.
2. No one may use The Obesity Society or ObesityWeek® name or logo without express permission.
3. Meeting space will not be approved at the ObesityWeek® official hotels for exhibitors conducting poster, educational presentations, or other scientific program activities. These activities fall under our Corporate Symposia Guidelines and should be submitted utilizing that application, which can be found at <https://obesityweek.org/support/exhibit>.
4. Do not contact facilities directly until ObesityWeek® approval has been confirmed to you in writing. ObesityWeek® will forward a copy of all approved requests to the facility with your contact information, ccing you.
5. Your company may ONLY conduct functions involving conference attendees during the dates and times approved by ObesityWeek®. Staff-only events and modestly-sized invite-only events can be held at any time, though you are encouraged to look at the program to avoid scheduling conflicts.

**APPROVED AFFILIATE EVENT DATES/TIMES:**

Monday, October 31, 2022	Any time
Tuesday, November 1, 2022	Until 5:00 pm; 7:30 pm - midnight (Note: OW Welcome Reception scheduled for 7-8:30pm)
Wednesday, November 2, 2022	6:00 am - 8:00 am; 6:30 pm - midnight
Thursday, November 3, 2022	6:00 am - 8:00 am; 6:30 pm - midnight
Friday, November 4, 2022	6:00 am - 8:00 am; 2:30 pm onward

6. Food & Beverage is always exclusively provided by the facility. You are never allowed to bring your own into the meeting space.
7. All charges for services levied by the facility and/or service vendors are solely the responsibility of the Affiliate. ObesityWeek® has no responsibility or authority over any charges, including but not limited to: food and beverage minimums, audio-visual pricing, internet charges, electric costs, chair and table rental/setup fees, etc. ObesityWeek® will provide facility contact



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information in the event acceptance letter. All communication from that point on will be between the Affiliate and facility/vendors. Facility and vendors may require your company representative to sign a contract.

8. Space rental charges for space other than the convention center will be made by the hotel or venue based on their own fee schedules.
9. If your company is interested in securing space for an event/function at any venue other than the convention center or an [ObesityWeek® hotel](#), you may contact the venue directly, but must first receive approval in writing from ObesityWeek® on the date, time and nature of the proposed event using the affiliate application.
10. Anyone involved in planning a function must observe the ObesityWeek® Rules and Regulations listed above. Affiliates are responsible for ensuring that all company representatives/agents adhere to all the rules and regulations outlined in this document. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with ObesityWeek®.
11. 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.
12. Each affiliate room application is a request for a single room for the specified hours/dates. If your request is for more than one day and/or multiple functions, with different hours and room sizes, each room request should be submitted separately.
13. Your company shall protect, indemnify, hold harmless and defend Obesity Week LLC, The Obesity Society, 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 Obesity Week LLC, The Obesity Society, its officers, agents or employees.
14. All matters and questions not covered by the above guidelines are subject to the discretion of ObesityWeek®. ObesityWeek® 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, ObesityWeek® will give written notice to such parties.



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#### RULES AND REGULATIONS FOR SAN DIEGO CONVENTION CENTER:

1. Meeting space requests from ObesityWeek® 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 August 28, 2022. Meeting space requests received between August 29 and the conference will be processed at the higher late request fee.
2. 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 venue 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 facility. It is your company's responsibility to comply with ObesityWeek's policy as well as facility policy concerning placement of signage. You will need to request easels through the facility.
3. Activities are restricted to the confines of the official event rooms and may not be held in public areas, including but not limited to, lobbies/hallways and adjacent sidewalks.
4. A one-hour buffer will be scheduled between events at no charge to provide setup/cleanup time. If you need more than that, you must reserve it and will be charged for it.
5. Classroom, theater, and non-standard setup styles will incur a **\$300 surcharge** for room turn. ObesityWeek® may require alteration in setup style to minimize room turns.
6. After approval, you will be sent a link to pay for your space. All payments for functions and related orders will be provided directly to facility or vendor.
7. **DEADLINE** for applications is COB October 19, 2022. No applications are accepted after this time.
8. **CANCELLATIONS** must be received within 3 weeks of submission to ObesityWeek and no later than October 19, 2022 to qualify for a refund of 75% of the application fee. **Cancellations must be sent to: [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org)**. After October 19, 2022, application refunds will not be issued for meeting space which has been confirmed. Cancelling an event with the facility does not automatically cancel your event with ObesityWeek 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 the facility for food & beverage and audio/visual.



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**APPLICATION FEES PER HOUR FOR SAN DIEGO CONVENTION CENTER SPACE:**

<b><u>Event Organizer</u></b>	<b><u>Regular Fees Through Aug 28</u></b> For events hosted in the San Diego Convention Center	<b><u>Late Fees Aug 29 - Oct 19</u></b> For events hosted in the San Diego Convention Center
Exhibitor/Sponsor	\$150/hour	\$250/hour
Non-Exhibitor/Sponsor	\$500/hour	\$750/hour
University/Non-Profit/Government	\$100/hour	\$100/hour
TOS Special Interest Group or Committee	Comp	Comp

**A one-hour buffer will be scheduled between events at no charge to provide setup/clean up time.**  
**Convention Center Only:** Classroom, theater, and non-standard setup styles will incur a **\$300 surcharge** for room turn.

**IMPORTANT DATES TO REMEMBER FOR SAN DIEGO CONVENTION CENTER:**

1. October 12, 2022 - Agreement/Order Deadline (Including Food & Beverage and A/V)
2. October 19, 2022 - Final signed Event Orders due
3. October 19, 2022 - 100% full estimated pre-payment due

**FOOD & BEVERAGE PRICING INFORMATION:**

Click [https://www.visitsandiego.com/images/cateringmenu\\_2022.pdf](https://www.visitsandiego.com/images/cateringmenu_2022.pdf) for event menus.

The facility's liquor license requires that beverages only be dispensed by facility employees or bartenders. Alcoholic beverage service may be denied to guests who appear to be intoxicated or are under the age.

There is currently a 22% gratuity, and 7.5% sales tax added to all food and beverage sales.

**AV/TECHNOLOGY PRICING INFORMATION:**

The in-house A/V company On Site Audio Visual can be reached by contacting Richard Macklin at [rmacklin@onservices.com](mailto:rmacklin@onservices.com) or Tel: 619.525.5441, website: onservices.com. There is currently 7.75% sales tax added to all orders.

Alternately, you may contract with ObesityWeek's A/V company - Freeman A/V by contacting [Barbara.GlaserFryer@freemanco.com](mailto:Barbara.GlaserFryer@freemanco.com).

WiFi is provided by ObesityWeek to all attendees October 30-November 5. If you need WiFi outside of these dates or for non-attendees, the in-house provider is SmartCity.

There is no charge to plug into standard wall outlets for normal use. If you require power strips/extension cords, you will need to hire A/V to provide them. Under no circumstance are daisy-chained extension cords or tripping hazards allowed. For extensive power needs (i.e. for a stage with lighting and A/V), you will be charged.