



November 3-6, 2024 • San Antonio

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 September 30, 2024. 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 OW convention center or hotels 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 larger functions involving conference attendees (receptions, for example) during the dates and times suggested below 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.**

SUGGESTED AFFILIATE EVENT DATES/TIMES:

Friday, November 1, 2024	Any time (limited availability)
Saturday, November 2, 2024	Any time
Sunday, November 3, 2024	Until 5:00pm; 7:00pm-midnight (Note: Plenary 5:30-7pm; Welcome Reception in exhibit hall 7-9pm)
Monday, November 4, 2024	6:00-8:00 am; 11:30-1:30; 6:30 pm-midnight (Note: Presidents/Awards Reception 6:30-8:30pm)
Tuesday, November 5, 2024	6:00-8:00 am; 11:30-1:30; 6:30 pm-midnight (Note: Tentative Closing Reception 6:30-8:30pm)
Wednesday, November 6, 2024	6:00-8:00 am; 11:30 am onward (Note: Last OW session ends at 11:30 am)

6. Food & Beverage is always exclusively provided by the facility. You are never allowed to bring your own into the meeting space.



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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 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 or Grand Hyatt 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 official [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. There is no fee for this approval.
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 GRAND HYATT & SAN ANTONIO 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 15, 2024. Meeting space requests received between August 16 and September 30 will be processed at the higher late request fee.
2. Your company can provide signage based on the following restrictions: Up to 3 signs maximum, no larger than 24" x 36". 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 may 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 food & beverage, A/V, internet, and related orders will be provided directly to facility or vendor.
7. **DEADLINE** for applications is COB September 30, 2024. No applications are accepted after this time.
8. **CANCELLATIONS** must be received within 3 weeks of submission to ObesityWeek and no later than September 30, 2024 to qualify for a refund of 75% of the application fee. **Cancellations must be sent to:** annualmeeting@obesity.org. After September 30, 2024, 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 GRAND HYATT OR CONVENTION CENTER SPACES):

<u>Event Organizer</u>	<u>Regular Fees Through Aug 15</u> For events hosted in the Hyatt or Convention Center	<u>Late Fees Aug 15 - Sept 30</u> For events hosted in the Hyatt or 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.

Classroom, theater, and non-standard setup styles may incur a **\$300 surcharge** for room turn.

IMPORTANT DATES TO REMEMBER:

1. September 30, 2024 - Last date to request a room
2. September 30, 2024 - Last date to submit orders to Hyatt or convention center
3. October 14, 2024 - Last date to sign orders and submit 100% prepayment to Hyatt
4. October 17, 2024 - Last date to sign orders and submit 100% prepayment to convention center (\$250++ late fee)

FOOD & BEVERAGE PRICING INFORMATION:

Hyatt: [Click for menus](#). Note: buffets for less than 20 people subject to \$10pp fee. Amy Damico amy.damico@hyatt.com
Tel: 210-451-6451

Convention Center: [Click for menus](#). Contact: Daniel Lopez at The RK Culinary Group/RKIII dalopez@therkgroup.com
Tel: 210-225-4535 ext 108

The facilities' liquor licenses require 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 a 27% taxable catering service charge at Hyatt (22% at convention center), and 8.25% sales tax added to all food & beverage sales. Convention center adds \$150 service charge for parties fewer than 50 people.

AV/TECHNOLOGY PRICING INFORMATION:

Hyatt: The in-house A/V and Internet company Encore Audio Visual. They can be reached by contacting Sky Ferguson 719-313-2242 sky.ferguson@encoreglobal.com. Please reach out to Encore for any A/V or IT needs. Encore Audio Visual is the exclusive provider for IT, Rigging and Power Distribution in the Grand Hyatt meeting space.

Convention Center: Please contact Barbara Glaser Fryer Barbara.GlaserFryer@freemanco.com for rigging and A/V orders. For high-speed internet, contact 214-853-8900 or order online at orders.smartcitynetworks.com. (Note that basic WiFi is free in convention center meeting rooms.)

Both facilities: There is no charge to plug into standard wall outlets for normal, basic use. If you require power strips/extension cords, you will need to hire A/V to provide them. For extensive power needs (i.e. for a stage with lighting and A/V), there is a per day fee. There is currently 8.25% sales tax added to all orders.