



Function Space Request

2022 Annual Scientific Meeting

Tampa, FL • April 30 – May 3, 2022

Function space requests are only for internal company meetings.
Submit this form to ASCRS NO LATER THAN **March 1, 2022**.

Name of Function _____

Name of Organization _____

Contact Person _____

Address _____

Phone _____

Fax _____

Email _____

Function Day/Date Monday, May 2, 2022 Start Time _____ am/pm End Time _____ am/pm

Function Day/Date _____ Start Time _____ am/pm End Time _____ am/pm

Room Needed Early for Special Set-up No Yes Time _____ am/pm Number of persons attending _____

Do you want your event listed on the ASCRS's website, pocket guide and mobile app? Yes No

Function Type Sales Meeting Business Meeting Alumni Event Other Activity (to be approved by ASCRS)

Attendance Company Personnel Physician/Company Other

Setup Desired Conference Hollow Square U-Shaped Theater Schoolroom

Rounds Cocktail Tables Other/Diagram Attached

Additional Specifications (Check all that apply)

Using Audio Visuals Elevated Stage for Lectern/Head Table for _____ persons Standing Lectern Only Other

FEE \$150 PER FUNCTION

Credit Card Number _____ Visa/MasterCard/American Express

Security Code _____ Expiration Date _____ Amount to Charge: \$150/Function

Name on Card _____ Signature _____

I/we have read the ASCRS General Rules and Regulations regarding exhibitor-sponsored private functions in the Exhibitor Prospectus and agree to abide by all ASCRS General Rules and Regulations and hold harmless the ASCRS from and against all liability and claims. The exhibitor company is responsible for all fees imposed by the hotel and/or contracted vendors.

Applicant's Signature _____

Type or Print Name _____

Date _____

Return form to:

Helen Pollard, Director of Meetings

Hpollard@fascrs.org

ASCRS Use Only

Date _____

Time _____

Location _____

Facility _____