

AFFILIATE GROUP REQUEST for FUNCTION SPACE

ACFAS 2026 SCIENTIFIC CONFERENCE

Monday, February 23, 2026 - Friday, February 27, 2026 | Las Vegas, NV

Deadline is Friday, February 13, 2026. Complete one form per function; duplicate this form as often as needed.

Company Name

Contact Name

Telephone

Email

Address

City

State

Zip/Postal Code

On-site Contact Name

Telephone

E-mail

FUNCTION INFORMATION

Function Name

Day/Date

Start Time (AM/PM)

End Time (AM/PM)

No. of Attendees Expected and Type of Audience

Functions **NOT** permitted at these times:

- Monday, February 23, 2026, 7:30 a.m. – 6:00 p.m.
- Tuesday, February 24, 2026 7:00 a.m. – 7:30 p.m.
- Wednesday, February 25, 2026, 7:30 a.m. – 5:30 p.m.
- Thursday, February 26, 2026, 6:30 a.m. – 7:30 p.m.

Open times Monday, Tuesday and Wednesday 12:00 – 2:00 p.m.

TYPE OF EVENT

- | | |
|---|--|
| ☐ Advisory Board Meeting | ☐ Social Event |
| ☐ Hospitality | ☐ Staff Meeting |
| ☐ Alumni Function | ☐ Reception |

**Satellite Programs are only available as sponsor events if offered to physicians. Please see Exhibitor Rules & Regulations 28 and 29. Food service is the responsibility of the event sponsor.*

DO NOT ATTEMPT TO MAKE RESERVATIONS DIRECTLY WITH HOTEL VENUES. THIS WILL FORFEIT YOUR REQUEST FOR SPACE.

If this form is not completed in its entirety, your confirmation will be delayed. In the event approval for your meeting or social event is not granted by ACFAS, the College will not be held responsible or accountable for any hotels or other entities with whom you have entered into contractual agreements.

RESPONSIBILITIES AGREED TO BY SIGNING THE REQUEST FORM

- Ancillary meeting organizers are responsible for providing the hotel with specifics with regard to room set, audiovisual, guarantees, and food & beverage requirements.
- Organizers are responsible for all costs associated with the ancillary meeting, including hotel labor costs, additional audiovisual fees, equipment service, food & beverage, etc.
- Organizers will take full responsibility for the ancillary meeting and will hold harmless ACFAS, its officers, agents, and employees from any and all liability associated with the event.
- Ancillary meeting programs are not developed, sponsored, or planned by ACFAS. The ACFAS logo, conference theme or images, or meeting schedule may not be used in any mailing pieces, signs, advertising, or promotions in any media, either inside or outside of the meeting hotel, before, during, or after the meeting. The ACFAS name or acronym may only be used if communication is reviewed and approved in advance by ACFAS. ACFAS prohibits the distribution of ancillary meeting announcements or promotional materials within the meeting hotel. Hotel room drops are only allowed through ACFAS at an additional charge for approved companies only.
- If any of ACFAS's policies are violated, ACFAS reserves the right to cancel the ancillary meeting at any time. The company's status concerning future ACFAS annual conferences could also be jeopardized and company will lose 10% of total priority points for the following year conference.

Name

Authorizing Signature

Date

PLEASE RETURN THIS FORM NO LATER THAN Friday, 2/13/2025.

Email: vanessa.mobley@acfas.org | Phone: 800.421.2237



**American College of
Foot and Ankle Surgeons®**
Proven leaders. Lifelong learners. Changing lives.