



Affiliate Meeting and Event Policy and Guidelines

The American Public Transportation Association (APTA) meetings and conferences brings together many transit industry professionals. These events present a prime opportunity for various member groups (affiliates) of APTA to hold meetings and events in connection with any of APTA's events. APTA encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings during any of APTA's events. All ancillary meetings held in conjunction with APTA's events, must adhere to these guidelines, regardless of the meeting location.

- All affiliate meetings in conjunction with the APTA event must be submitted to and approved by APTA.
- Affiliate meetings must NOT overlap with designated APTA programming. When scheduling your affiliate meetings, please refer to the event program on our website.
- All participants of your affiliate meeting MUST be registered to attend the APTA event and must wear their name badge to gain access to the venue and all meeting areas at the venue.
- Hotel/convention center meeting space and hospitality suites should only be used for business meetings and entertainment purposes only. Product demonstrations must be conducted on the exhibit floor.
- Activities scheduled during education sessions and conference programming will be limited to internal company staff of 25 people or fewer.
- APTA is not responsible for private property being left unattended in the reserved affiliate rooms. Please be mindful of all personal property and valuables throughout the event.
- Affiliate groups requesting space are responsible for the actions of their employees and/or attendees and will be expected to follow all rules and guidelines outlined.
- Affiliate meetings may not place any additional signage or collateral materials in other areas of the venue unless approved by APTA.
- Payment is due to APTA for the room rental ONLY. All other items will be purchased directly through the hotel or convention center. The affiliate contact is responsible for purchasing all food/beverage, audio/visual, equipment, etc.
- All APTA audio-visual equipment must remain in the designated meeting room for any hosted event, or if asked to be removed, re-set fees are the responsibility of affiliate group.
- To ensure guests are drinking responsibly, the use of a hotel/convention center licensed bartender is REQUIRED when hosting a hospitality suite, or other event where alcohol is served. APTA will provide contact information for hotel or contracted security staff in the event of any guest being overserved or for any assistance needed.
- No space will be released to non-members.
- APTA strictly forbids outboarding and suitcasing.

Once your request is approved, contact information for all service providers will be forwarded with acceptance of your affiliate space request. Conference hotels have been instructed to only release meeting and/or hospitality suites upon approval from APTA.

APTA reserves the right to accept or reject any request in its sole judgment.

The requestor will be responsible for the following:

- Registering for the conference and reserving sleeping rooms with the hotel, within APTA's block of rooms
- Making all set-up and food and beverage arrangements directly with the hotel or facility
- Paying all related charges in conjunction with the event or meeting held

Cancellation Policy:

All cancellations must be received in writing at least 15 business days prior to the conference. No refunds will be issued for meeting rooms that are not used or that are cancelled less than 15 business days prior to the event.



SPACE REQUEST FORM

Organization:		Date:
Contact Person:	Email:	Phone:
Event Name:		Estimated Attendance:
Description:		
Date(s):	Time of Event:	Venue: David L. Lawrence Convention Center
Rental Fees:		
<input type="checkbox"/> \$500 – Conference style for up to 25 people <input type="checkbox"/> \$1,000 – Larger room/space for social event functions <input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Other _____		
Rooms will be pre-set in conference style for meetings. Social event set ups will be accommodated as best as possible, depending on availability of space.		
Payment:		
<input type="checkbox"/> Check Mail to: APTA, 1300 I Street, NW Suite 1200 East, Washington, DC 20005		
<input type="checkbox"/> Credit Card Visa <input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/>		
Credit Card Number:		Expiration Date:
Name on Card:		Signature:
Cancellation:		
All cancellations must be received in writing by May 23, 2023. No refunds will be issued for meeting rooms that are not used or that are cancelled by May 23.		
Acceptance:		
I agree to follow APTA’s Event Policies and Guidelines and will be responsible for any charges incurred due to misuse of the facility.		
Name:	Title:	Date: / /
Please complete and return to Quione Rice qrice@apta.com .		

DISCLAIMER: By submitting, the requester understands that this meeting/event may not be approved should it conflict with any APTA event function. There is no guarantee of venue requested. Meeting space will be assigned based on availability. All expenses associated with the above-mentioned meeting are the sole responsibility of the company listed; not APTA. APTA reserves the right to attend/monitor all affiliate meetings without notice. Violators will jeopardize participation in future APTA events. All matters and questions not covered by the above guidelines are subject to the discretion of APTA. These guidelines may be amended at any time by APTA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by APTA to contracted parties.

The affiliate group shall protect, indemnify, hold harmless and defend APTA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys’ fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of APTA, its officer, directors, agents or employees.