



CMSC Affiliate Space and Rules/Regulation Information

[Click here to complete the Affiliate Meeting Space Request Form](#)

An affiliate meeting is any event held during the dates of the CMSC Annual Meeting and the event is not part of the official CMSC Annual Meeting Program.

Events may include, and are not limited to:

- Advisory Board Meetings
- Sales Meetings
- Business Suites
- Pre-conference Business Meetings
- Committee and Board Meetings
- Exhibitor Staff Meetings
- Receptions
- Social Events/Dinners
- Special Events

Affiliate Meeting Space Requests

If you plan to hold a function during the CMSC Annual Meeting, you must complete an **Affiliate Group Function Space Request Form**.

Requests will be accepted beginning on January 27, 2025. The final date to submit requests will be Monday, April 28, 2025. After April 28, surcharge fees will apply to CMSC affiliate space fees and may also be applied by the venue and supporting vendors (AV, electric, etc.).

Assignment of Space:

Affiliate space will be assigned beginning on February 18, 2025. All requests will be processed, and rooms assigned on a first-come, first-served basis. After February 18, a space confirmation will be issued within 7 business days after submitting your space request.

Rules and Regulations

Please review the affiliate meeting rules and regulations, outlined below, prior to completing the online space request form.

1. CMSC has the final approval and decision to allow any Affiliate function related to or affecting the CMSC Annual Meeting registrants.
2. Complete the online Function Space Request Form with your meeting space requirements. **A separate form is required for each meeting and/or function.**
3. Affiliate requests for space received after February 18, 2025, and before April 28, 2025, will be contacted within 7 business days to confirm space and outline the next steps to follow.



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4. Once you have submitted your request, please do not attempt to make changes by submitting a new form. Please contact Erin Quigg at erin.quigg@conferencedirect.com to make any changes.
5. **Affiliate Meeting Times:** Internal meetings that do not include any meeting attendees or faculty members may be held at any time during the meeting dates. Any meetings that may include meeting registrants may not be held during scheduled educational sessions. No such meetings may occur during the following times/dates:
 - Wednesday, May 28: 11:45 am — 3:45 pm
 - Thursday, May 29: 8:15 am — 12:15 pm and 3:00 pm – 7:00 pm
 - Friday, May 30: 8:15 am — 12:15 pm and 2:45 pm – 5:45 pm
 - Saturday, May 31: 8:15 am 12:15 pm

Should your organization decide to host a meeting or event at an offsite venue, CMSC encourages you to host events outside the times listed above for a cohesive attendee experience. Please disclose offsite function details to Erin Quigg at erin.quigg@conferencedirect.com -awareness of all events will allow CMSC staff to assist delegates with questions.

6. Do not attempt to make reservations directly with the Phoenix Convention Center or Sheraton Phoenix Downtown. This will forfeit your request for space.
7. Once you complete the online form, an email will be sent confirming receipt of the request. Please retain a copy of this email for your records.
8. A separate email will be sent to notify you of assignment of your space. Upon assignment of your space, CMSC will invoice you for the appropriate Affiliate Space Administrative/ Application Fees. Failure to pay fees within 30 days of receiving invoice may result in cancellation of your assigned space.
9. **Food & Beverage:** Food and beverage services must be arranged directly with the Convention Center or Hotel Banquet Department. We will provide you with the catering manager's contact information when your space is assigned. Please do not contact the Convention Center or Hotel until you have received your approval/space assignment from Erin Quigg, ConferenceDirect. You will be provided with a banquet event order (BEO) for approval of all food and beverage items and will be billed directly for those expenses.
10. **Audio-Visual:** **Precon Events is the exclusive provider of audio-visual technology services for ALL events during the 2025 CMSC Annual Meeting. Outside A/V providers will not be permitted for Affiliate Meetings.** Penalties will be applied to those affiliates who choose to disregard this regulation. Penalties are based on a percentage of the meeting fees associated with an event for which an alternative AV provider is used. CMSC will provide contact information for Precon Events when we confirm your space so that you can obtain a quote for your requirements. They will provide a quote for approval and will bill you directly for those expenses.



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11. **Meeting Fees:** CMSC charges an administrative fee to cover the cost of renting CMSC contracted meeting space at the event venue. Rates are based on room size and are charged at a flat rate, per meeting room. For example – if your meeting requires two sections of a ballroom to fit your requested room set/capacity needs, you would be charged for two meeting rooms. **See rate grid below for details.**

CMSC has no authority over any service charges, rental fees, set-up fees, labor contracts, etc. that are required by any venue or exclusive contractors. The function organizer is responsible for all costs associated with the affiliate meeting, including, but not limited to, food & beverage, audio-visual equipment service, music license fees, Phoenix Convention Center labor costs, internet, electric, telecom, etc. Room reset fees may be applied should your event have requirements outside of standard room sets – CMSC and the Phoenix Convention Center will confirm if you will be required to pay a reset fee.

Affiliates must work with Freeman to move all materials into their assigned meeting room(s). Labor surcharges, in addition to standard drayage charges, from Freeman will apply to move freight in and out of any space that is outside of the Exhibit Hall(s).

Affiliate Meeting Space Rate for Rooms under 999 Square Feet			
Per Day, Per Room/Ballroom Section UNDER 1,000 SQ FT	Exhibitor	Non-Exhibitor	Non-Profit
Rate before 3/30/205	\$ 1,500.00	\$ 3,000.00	\$ 1,000.00
Rate 3/31/25 – 4/27/2025	\$ 1,700.00	\$ 3,300.00	\$ 1,200.00
Rate after 4/28/2025	\$ 2,000.00	\$ 3,600.00	\$ 1,500.00

Affiliate Meeting Space Rate for Rooms 1,000-1,999 Square Feet			
Per Day, Per Room/Ballroom Section 1,000-1,999 SQ FT	Exhibitor	Non-Exhibitor	Non-Profit
Rate before 3/30/205	\$ 2,000.00	\$ 3,200.00	\$ 1,500.00
Rate 3/31/25 – 4/27/2025	\$ 2,500.00	\$ 3,400.00	\$ 2,000.00
Rate after 4/28/2025	\$ 3,000.00	\$ 3,700.00	\$ 2,500.00

Affiliate Meeting Space Rate for Rooms over 2,000 Square Feet			
Per Day, Per Room/Ballroom Section 2,000 SQ FT	Exhibitor	Non-Exhibitor	Non-Profit
Rate before 3/30/205	\$ 2,500.00	\$ 3,500.00	\$ 2,000.00
Rate after 3/31/25 – 4/27/2025	\$ 3,000.00	\$3,700.00	\$ 2,500.00
Rate after 4/28/2025	\$ 3,500.00	\$4,000.00	\$ 3,000.00



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12. Groups occupying space must provide appropriate staff to coordinate all such activities.
13. **Affiliate Meeting Locations & Room Sets:** Affiliate events will be assigned space at the Phoenix Convention Center and the Sheraton Phoenix Downtown. Due to the unique nature of individual affiliate events, CMSC will work to set the room in an appropriate manner for your meeting. CMSC will make the final determination on ALL meeting room set-up AND load-in/out arrangements. Room reset fees may be applied should your event have requirements outside of standard room sets.

Affiliates may be required to submit their production schedule (including load-in/out times) to CMSC by Monday, April 21 for review/approval.

Floor plans and/or renderings may be required for fire marshal approval. Please work with CMSC/Venue to determine if your room build will require approval. The deadline for approval is Monday, April 28, 2025.

Registration tables or furniture may not be permitted outside of select meeting rooms due to their respective locations. Please make sure to request approval in advance if welcome counters, registration desks or any furniture will be needed outside of the meeting space.

14. **Special Room Sets & Load-in/out Schedule:** **CMSC will allow special room sets (such as GEM structures or room build-outs) and/or rooms sets that require a large amount of freight (defined as more than 1 pallet) in 231 A-C.**

Affiliates that would like to create a special set up in their meeting room will be required to use the 231 A-C and are subject to availability. Affiliates using these rooms must also follow the below move-in/out times and room schedule (outlined below).

Affiliates must work with Freeman to move all materials into their assigned meeting room(s). Labor surcharges, in addition to standard drayage charges, from Freeman will apply to move freight in and out of any space that is outside of the Exhibit Hall (s).

Affiliates risk forfeiting their meeting space if they attempt to create special room sets outside of the 231 A-C. Please contact [Erin Quigg](#) prior to submitting your request for exceptions to be considered.

Affiliate Meeting Room Load-in/out Schedule for Special Sets in 231 A-C:

- **Move-in to affiliate rooms:** Move-in must be completed by 11:59pm PST on Tuesday, May 27, 2025. No freight movement will be allowed after 5/27 until move-out. If you choose to open your meeting room on Tuesday, please be aware that other affiliates may still be moving into their meeting rooms and noise/appearances could be an issue.
- **Move-out to affiliate rooms:** Affiliate meeting rooms must close by 3:00pm PST on Friday, 5/30 so move-out can occur. No freight movement/dismantling prior to 3:00pm PST is permitted.



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**NOTE: these times are different than the exhibit hall move-in/out hours. Each affiliate will need to work with their service contractors to arrange labor accordingly.*

15. **Signs & Promotional Materials:** Affiliate Meetings may place one (1) sign, no larger than 39"x 96", directly outside of the assigned meeting room during the hours that the room is contracted. Affiliate Meeting signs must be removed within thirty (30) minutes of the conclusion of the meeting. Directional signs, of any nature, are not permitted for Affiliate Meetings. CMSC will provide attendees with directional signs to meeting rooms throughout the Phoenix Convention Center and Sheraton Phoenix Downtown. If CMSC finds Affiliate Meeting signs in non-permissible locations, they will be immediately removed and discarded.

Flyers and promotional materials for Affiliate Meetings are not permitted to be placed throughout the venue or distributed within CMSC Event Space (ex – registration, building lobby, common areas, etc.). If CMSC finds these materials, they will be immediately removed, discarded and/or asked to cease distribution immediately.

Affiliates are not permitted to distribute flyers or promotional materials directly to attendees within the event meeting space (example – affiliate cannot pass out flyers at the event registration desk as attendees pick up their credentials).

16. Functions found to be in violation of these guidelines shall be immediately discontinued. The Affiliate Group waives any rights to claim damages arising out of the enforcement of these guidelines.
17. All matters and questions not covered by the above guidelines are subject to the discretion of CMSC. These CMSC guidelines may be amended at any time by CMSC, 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 CMSC to such parties. The Affiliate Group shall protect, indemnify, hold harmless and defend CMSC, 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 CMSC, its officers, directors, agents or employees.

Cancellation Policy:

No refunds will be provided once the payment has been processed. If the Affiliate cancels their space request applications within 60 days of the CMSC Annual Meeting (March 27, 2025), 100% of the anticipated meeting space fees will be due to CMSC.

Affiliate Compliance Policy:

It is the Affiliate Group's responsibility to distribute copies of this information to the appropriate personnel and/or any agents, representatives or contractors involved in planning activities at CMSC Annual Meeting. The Affiliate Groups requesting space are responsible for the actions of their employees and/or agents and will be expected to follow all rules and guidelines outlined above.



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