

Exhibitor Sponsored Meeting, Hospitality, or Entertainment Functions

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|---------------|--------|----------|
| Company Name: | | Booth #: |
| Contact Name: | Title: | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Fax: | Email: |

Proposed Function Information

| | |
|--------------------|-------------------|
| Proposed Date: | Proposed Time: |
| Proposed Location: | Type of Function: |
| Number of People: | |

****Please, keep in mind the following items from the Rules and Regulations when planning your company's function.** Exhibitors are to conduct meetings, social and hospitality functions in a manner that is consistent with the professional and educational nature of AHRMM. By submitting this form, exhibitors sponsoring any type of function agree to adhere to the following guidelines:

- ✓ All planned meetings, focus groups and social or hospitality functions must be approved by AHRMM's Senior Meetings & Special Events Planner, TaNisha Williams, **by emailing form to twilliams@aha.org** prior to booking meeting space.
- ✓ Honoraria and other inducements to attract attendance to focus groups, hospitality functions, and non-conference educational meetings are not sanctioned by AHRMM and should be avoided.
- ✓ All hospitality/social functions and focus groups must not conflict with the official conference program, including the following hours:
 - **Sunday, July 28:** **6:30 pm – 8:30 pm**
 - **Monday, July 29:** **8:00 am – 6:00 pm**
 - **Tuesday, July 30:** **7:30 am – 5:00 pm**
 - **Wednesday, July 31:** **8:00 am – 12:00 pm**
- ✓ Host companies must make it clear that their event is **not an official AHRMM function**.
- ✓ Host companies agree to assume all liability arising out of or in connection with such functions and agree to indemnify AHRMM against any and all liability, claims and demands arising out of or in connection with such functions.

Host companies must contact AHRMM staff to request and approve any function room space. Non-exhibiting companies are prohibited from hosting hospitality functions, market research or focus groups during the AHRMM18 Conference.

Email the completed form to twilliams@aha.org.