Business Function Guidelines

Location

Functions will be held in meeting rooms at official meeting hotels. All space requests must be approved and coordinated through ASHP. Space will be available on a first-come, first-served basis, and based on hotel availability.

Schedule

Functions will be conducted Saturday-Thursday during times that do not conflict with ASHP programming and exhibits.

Permissible Times

Saturday and Sunday: (All Day)

Morning Programs: Monday (any time before 8:45 a.m.) Tuesday - Thursday (any time before 7:45 a.m.) All programs must conclude by 7:45 a.m.

Evening programs: Monday-Wednesday (5:30 p.m. start time)

Cost

 $1,550 (per event/day for 50 people or less) and $5,800 (per event/day for more than 50 people) Full payment must be submitted online using a credit card. Organizations may also incur a charge from the hotel for food and beverage, audio visual, and/or the meeting room rental.

Audio Visual and Food/Beverage

ASHP will assist with placement of your program in official ASHP meeting hotels. For food and beverage, organizers may consult directly with the hotel once meeting space has been assigned. **For audio visual and computer needs, PSAV is the exclusive audio visual and computer vendor for all affiliate events at the Mandalay Bay Convention Center.** You may order additional equipment directly using the PSAV order form or for consultation, call Ed Bodnar at 214-210-8039 or email ebodnar@psav.com.

Approval and Confirmation

All applications are subject to approval by ASHP. The hotel will call you directly to confirm the availability of space and work directly with you to contract the space.   Applications are processed on a first-come, first-served basis, and requests for a specific day are honored to the extent possible. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your

materials. Please allow a minimum of 10 business days for processing.

Signs
One professionally produced sign, not to exceed 30" x 40", may be displayed outside your assigned meeting room. ASHP does not permit the distribution or placement of flyers or signs in any other area of the convention center (with the exception of the organizer's exhibit booth should one be reserved) or the hotels. ASHP reserves the right to discard signs and flyers of any organization violating this policy.

Event Promotion
Activity brochures, signage, and other printed material must include the following phrase, "A Business Function conducted at the 51st ASHP Midyear Clinical Meeting and Exhibition." No other phrase or reference to ASHP or the ASHP Meeting is permitted. Activity organizers may not use the ASHP logo or ASHP meeting graphics on symposium materials and may not list ASHP as a co-sponsor of the activity. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials.

If pre-registering attendees, printed material must also indicate that preregistration is for planning purposes only and seating will be available on a first come, first-served basis. Visit our advertising page to learn more about lead retrieval, renting mailing lists, coordinating registration bag inserts, and other promotions.

Changes/Withdrawals
Changes to program title or schedule and/or withdrawals must be submitted to mrasnicktyler@ashp.org. Activity organizers who cancel programs before **September 2, 2016,** will receive a refund of 50% of the full price of the Business Function. After **September 2, 2016,** ASHP will retain the full price of the Business Function.

Application
Please purchase the number of business functions and fill out an application for each function you want to hold through the ASHP Shopping Cart. Clicking the application link below will take you to a login page. If you have not used the ASHP Shopping Cart, you will need to register as a new user.

Apply for a Business Function (Application will open August 1)