



Business Function Guidelines

Location

Business Functions may be scheduled at official meeting hotels. All space requests must be approved and coordinated through ASHP. Hotel assignments will be made on a first-come, first-served basis, and based on hotel availability.

Schedule

Functions may be conducted Saturday through Wednesday during times that do not conflict with ASHP programming and exhibits.

Permissible Times

- Saturday — any time before 2:00 p.m. and after 4:00 p.m.
- Sunday — any time before 7:45 a.m.

Morning programs

- Monday, Tuesday, Wednesday — any time before 7:45 a.m. All programs must conclude by 7:45 a.m.

Evening programs

- Monday and Tuesday — 5:30 p.m. start time

We recommend a 5:30 p.m. start time, as ASHP sessions do not conclude until 5:00 p.m.

Cost

The business function fee is \$695, per event/per day. Full payment must be submitted online using a credit card. Organizations may be charged additional fees by the hotel, including but not limited to room rental, food/beverage, audio-visual equipment, and internet service. Applications will be processed on a first-come, first-served basis and will be considered based on space availability.

Meeting Room, 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 official ASHP audio visual and computer vendor. 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.

Confirmation

All applications are subject to ASHP approval. Applications are processed on a first-come, first-served basis, and based on hotel availability. A representative from the assigned hotel will contact you directly to coordinate additional details. **Note: Allow at least 10 business days for confirmation of space.**

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 or commercial supporter's exhibit booth) 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 2017 Summer Meetings 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 function materials and may not list ASHP as a co-sponsor of the activity. 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. Program information will be published in ASHP materials according to the scheduled deadlines. Visit our [Advertising and Marketing Opportunities](#) page to learn more about lead retrieval, renting mailing lists, registration bag inserts, and other promotions.

Changes/Withdrawals

Changes to your original schedule (date, time, hotel, attendance) must be submitted in writing to exhibits@ashp.org. Activity organizers who cancel programs by **March 3, 2017** will receive a refund of fifty-percent (50%) of the full price of the business function. After **March 3, 2017** ASHP will retain the full price of the symposium.

Application

The business function application will open on February 1. The application deadline to submit an application is May 12.