Exhibitor Sponsored Hospitality / Entertainment Function Request Form

EXHIBITING COMPANY

CONTACT NAME

TITLE

ADDRESS

CITY/STATE/ZIP

PHONE

EMAIL

______________________________________________

PROPOSED FUNCTION INFORMATION:

PROPOSED DATE

PROPOSED TIME

PROPOSED LOCATION

TYPE OF FUNCTION

Please keep in mind the following items from the Rules and Regulations when planning your company’s function.

- ASHE controls all meeting space in the Henry B. Gonzalez Convention Center. All planned focus groups, social, or hospitality functions must be approved by ASHE prior to booking meeting space.

- Exhibitors are to conduct social and hospitality functions in a manner that is consistent with the professional and educational nature of the PDC Summit & Exhibition.

- Companies that are not exhibiting are prohibited from hosting hospitality functions, market research, or focus groups during the summit.

- Exhibitors must make it clear that their event is not an official ASHE function.

- Honoraria and other inducements to attract attendance to focus groups, hospitality functions, and educational meetings are not sanctioned by ASHE.

- All hospitality/social functions and focus groups may not conflict with the official program hours outlined below:
  Sunday, March 22: 8:00 a.m. - 8:00 p.m.
  Monday, March 23: 8:00 a.m. - 6:00 p.m.
  Tuesday, March 24: 8:15 a.m. - 5:15 p.m.
  Wednesday, March 25: 7:00 a.m. - 12:00 p.m.

- Exhibitors agree to assume all liability arising out of or in connection with such functions and agree to indemnify ASHE against any and all liability, claims and demands arising or in connection with such functions.

Return this form by Friday, February 21, 2020 to:
Ann Marie Bell, Senior Meetings & Special Events Planner
P: 312.422.3730
abell2@aha.org