



ASHRM Annual Conference & Exhibition
September 25 – 28, 2016
Orange County Convention Center
Orlando, FL

Exhibitor Sponsored Hospitality/Entertainment Function Request Form

EXHIBITING COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPOSED FUNCTION INFORMATION:

PROPOSED DATE/TIME \_\_\_\_\_

PROPOSED LOCATION \_\_\_\_\_

NUMBER IN ATTENDANCE \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

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

- ASHRM controls all meeting space in the Orange County Convention Center and Hilton Orlando. All planned focus group, social, or hospitality functions must be approved by ASHRM 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 ASHRM Annual Conference & Exhibition.
Exhibitors must make it clear that their event is not an official ASHRM function.
Honoraria and other inducements to attract attendance to focus groups, hospitality functions and educational meetings are not sanctioned by ASHRM.
Companies that are not exhibiting or sponsoring are prohibited from hosting hospitality functions, market research or focus groups during the ASHRM Annual Conference.
All hospitality/social functions and focus groups may not conflict with the official program hours outlined below:
Sunday, September 25: 3:00 p.m. – 7:00 p.m.
Monday, September 26: 7:30 a.m. – 6:00 p.m.
Tuesday, September 27: 9:00 a.m. – 4:30 p.m.
Wednesday, September 28: 8:30 a.m. –12:30 p.m.
Exhibitors agree to assume all liability arising out of or in connection with such functions and agree to indemnify ASHRM against any and all liability, claims and demands arising or in connection with such functions.

Return this form by September 5, 2016 to:
Caitlin Schmierer, ASHRM Exhibit Manager
P: 312.673.4743
cschmierer@smithbucklin.com