



ASHP 2009 Summer Meeting & Exhibition
Donald E. Stephens Convention Center
Village of Rosemont, Illinois
June 14-17, 2009

Social Function Guidelines

Location

Functions may be scheduled at any official ASHP meeting hotel. 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

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

Permissible Times:

Saturday (Anytime before 2:00 p.m. and after 4:00 p.m.)

Sunday (Anytime before 2:00 p.m.)

Morning programs:

Monday (anytime before 8:45 a.m.)

Tuesday -Wednesday (anytime 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

ASHP does not charge a fee for these events, but organizations may incur a charge from the hotel for food and beverage, audio visual, and/or the meeting room rental.

Meeting Room, Audio Visual and Food/Beverage

Organizations must make their own arrangements. For food and beverage consult directly with the hotel after your space has been assigned. For Audio-Visual and Computer needs, ASHP has selected PSAV as the Official AV and Computer vendor for these events. You may order additional equipment directly at www.psavexhibits.com or for consultation, call 800-966-4498 or email swood@psav.com. Deadline to receive discounts on the equipment is **June 3** and the final deadline to order equipment is **June 10**.

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. Confirmation of assigned day, time and hotel will be available on-line after the application has been submitted and approved.

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 symposium 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 Social Function conducted at 2009 ASHP Summer 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. 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 [Sponsorship and Marketing Opportunities](#) to learn more about lead retrieval, renting mailing lists, coordinating door drops, and other promotions. Social Functions will be published in the onsite *News and Views*, Sunday-Wednesday.

Changes/Withdrawals

Changes to your original schedule (date, time, hotel, attendance) must be submitted in writing to ccd@ashp.org. You must also cancel the space request with the hotel contact.