**ASHP 2012 Summer Meeting & Exhibition**
June 9-13, 2012
Baltimore Convention Center
Baltimore, Maryland

# Business Function Guidelines

## APPLICATION

The application is a two-step process. You must first purchase the number of business functions you want to hold through the ASHP Shopping Cart. You will then need to return to the application page to fill out your meeting details.

Click here to apply.

## 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

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

## PERMISSIBLE TIMES

Saturday (anytime before 2 p.m. and after 4 p.m.
Sunday (Anytime before 2 p.m.)

## MORNING PROGRAMS

Monday (anytime before 7:45 a.m.)
Tuesday - Wednesday (anytime before 7:30 a.m.) All programs must conclude by 7:30 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

$600 (per event/day) Full payment must be submitted online using a credit card.

## 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 use the meeting room order form for equipment or for consultation, call Stuart Wood at 214-210-8111 or email exhibits@psav.com. Deadline to receive discounts on the equipment is **May 24, 2012** and the final deadline to order equipment is **June 1, 2012**.

## CONFIRMATION

Confirmation of meeting space/room assignments will be made by the hotel directly to the applicant. Confirmation of assigned day, time and hotel will be available on-line after the application has been submitted and approved. Applications are processed on a first-come, first-served basis, and based on hotel availability. **Note: Please 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 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 Business Function conducted at the 2012 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 cosponsor of the activity. If pre-registering attendees, printed material must also indicate that pre-registration 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.

## CHANGES/WITHDRAWALS

Changes to your original schedule (date, time, hotel, attendance) must be submitted in writing to ccd@ashp.org. Activity organizers who cancel programs by **March 9, 2012** will receive a refund of fifty-percent (50%) of the full price of the business function. After **March 9, 2012** ASHP will retain the full price of the symposia as liquidated damages.