



## **Exhibitor Receptions**

**Interested in hosting an Exhibitor Reception?** Hotel meeting room space may be available for Exhibitor Receptions. Please contact Debbie Ann Doyle, <a href="mailto:ddoyle@historians.org">ddoyle@historians.org</a> if you are interested in securing meeting space for an Exhibitor Reception.

## Details to provide:

- Type of event you are planning
- Requested date / start time / end time
- Expected attendance
- Hotel preference:
  - Hilton San Francsico Union Square
  - Hilton Parc 55 San Francisco
- Name and contact of person who will be making catering arrangements

## Evening receptions can be scheduled on:

- Thursday, January 4
- Friday, January 5
- Saturday, January 6

Most receptions should begin after 7:00 p.m., to give the hotel time to reset the rooms after sessions conclude. We ask that no receptions be scheduled during the AHA presidential address, which takes place on Friday, January 5 from 5:30 to 6:30 p.m. Receptions are generally 1 or 2 hours long.

Note: Exhibitors cannot serve catering / alcohol from their exhibit booths at the Hilton San Francisco Union Square.

Please contact Debbie Ann Doyle, <u>ddoyle@historians.org</u> with any questions or to request a meeting room.

You must be a participating exhibitor to request exhibitor reception meeting space.