

AAOMS Exhibitor Function Space Request Form



- ❖ Function space will be assigned by AAOMS at the Sheraton Grand Chicago on a first-come, first-served basis.
- ❖ **Due to limited space at the Sheraton, AAOMS cannot guarantee space availability.**
- ❖ Breakfast functions must conclude by 7 a.m.
- ❖ Lunch functions will not be permitted.
- ❖ Once AAOMS has assigned function space for the organization, both the hotel and the contact person will be notified.
- ❖ The contact person indicated below will work directly with the hotel regarding all arrangements (food & beverage, A.V., etc.)
- ❖ Your organization is financially responsible for any and all costs incurred for your event.
- ❖ Organizations may contract and coordinate events at off-site locations of their choice with the notification of the event to AAOMS.
- ❖ Each function you are planning must have a completed form.
- ❖ **Completed Function Requests Forms are due no later than October 20, 2017.**

Company Name: _____
Name of Function: _____
Contact Name: _____
Telephone: _____
Email: _____

Staff Only Functions may be held during the following times:

- ☐ Wednesday, November 29th OPEN
- ☐ Thursday, November 30th OPEN
- ☐ Friday, December 1st OPEN
- ☐ Saturday, December 2nd OPEN
- ☐ Sunday, December 3rd OPEN

Attendee Invited Functions may be held during the following times:

- ☐ Wednesday, November 29th OPEN
- ☐ Thursday, November 30th after 7 p.m.
- ☐ Friday, December 2nd after 6:15 p.m.
- ☐ Saturday, December 3rd after 5 p.m.
- ☐ Sunday, December 4th OPEN

Start Time: _____ End Time: _____ Anticipated Attendance: _____

Room Set-up: (check one)

☐ Conference ☐ Schoolroom ☐ Theatre ☐ U-Shaped ☐ Rounds ☐ Reception

Audio/Visual:

- ☐ Yes
- ☐ No

Food & Beverage:

- ☐ Yes
- ☐ No

Complete and submit form to exhibitor@aaoms.org by October 20, 2017

Limited space available. Requests are fulfilled on a first come, first serve basis.