

April 1-5, 2017
Boston, MA

If your company would like to obtain function space at one of AORN's hotels during the AORN Global Surgical Conference & Expo 2017, please review the Rules and Regulations listed below and complete the Function Space Application on pages 2 and 3. All requests shall be reviewed and approved on a first-come, first-served basis. Space is limited, so please submit requests as soon as possible.

All forms must be received by AORN by Monday, January 30, 2017.

Drive Attendance to Your Event by Offering Continuing Education - Let us help you simplify the process. Once your Function Space Application is approved, Pfiedler Enterprises, AORN's exclusive exhibit floor education provider, can work with you to develop and implement continuing nursing and medical education for your meeting. To learn more, contact Judy Pins at JPins@pfiedlerenterprises.com or call 720-748-6144.

Rules and Regulations:

1. Function Space Application is for AORN hotel meeting space only.
2. Exhibitors may conduct functions involving attendees during AORN Approved Affiliate Event Dates/Times ONLY, as outlined below. Staff Only events do not have to comply with the Approved Times policy.
3. Activities are restricted to the confines of the official hotel event rooms and suites and may not be held in public areas, including but not limited to hotel lobbies or hallways, and sidewalks adjacent to the hotel or convention center.
4. Any and all charges for services levied by the hotels and/or other venues are solely the responsibility of the function sponsor. AORN has no responsibility or authority over any charges, including, but not limited to: room rental, food and beverage minimums, audio visual, internet charges, electric costs, etc. AORN will provide facility contact information in the acceptance letter. All communication from that point on is between the applicant and the hotel. Hotels may require applicants to sign a contract.
5. If a company is interested in securing space for an event/function at any other host city venue (not an AORN Hotel) they may contact the venue directly, but must first receive approval from AORN on the date and time of the proposed event.
6. Your company can provide signage based on the following restrictions: Up to 2 signs maximum, no larger than 22" x 28". Placement is limited to the entrance of meeting room or as determined by the hotel. It is the applicant's responsibility to comply with AORN's policy as well as its selected hotel's policy concerning placement of signage.
7. Third party market research firms will not be permitted within the Boston Convention and Exhibition Center or the AORN hotel block during AORN's Global Surgical Conference & Expo. Exhibitors who desire to conduct either qualitative or quantitative market research should contact the AORN Industry Partnership Team for a detailed quote.
8. Your company is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined in the Function Space Application and the above Rules and Regulations. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with AORN's Global Surgical Conference & Expo.
9. Functions found to be in violation of these guidelines shall be immediately discontinued. Your company waives any rights to claims of damages arising out of the enforcement of these guidelines.
10. Cancellation of exhibit space shall result in the immediate release of any AORN approved function space.
11. Requests for cancellations that are submitted in writing within three (3) weeks of receipt of AORN's acceptance letter will receive a 50% refund of the application fee. Cancellation requests sent after March 17, 2017 will not be refunded if the confirmation letter has already been sent.
12. You may submit a single room request for a one-time use, 24-hour hold, or multiple day request on one form at one single fee. If your request is for multiple rooms, over several days, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee.

Approved Event Dates/Times:

Saturday, April 1, 2017	-	Start time after 6:30 pm
Sunday, April 2, 2017	Concludes before 7 am	Start time after 6 pm
Monday, April 3, 2017	Concludes before 7 am	-
Tuesday, April 4, 2017	Concludes before 7 am	Start time after 6 pm
Wednesday, April 5, 2017	Concludes before 7 am	-

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Please note: events that are limited to your company staff do not have to comply with the restricted/approved event times.

Application Fee: \$650

Requests for cancellations that are submitted in writing within three (3) weeks of receipt of AORN's acceptance letter will receive a 50% refund of the application fee. Cancellation requests sent after March 17, 2017 will not be refunded if the confirmation letter has already been sent.

If you are paying by check (drawn on a US bank and in US dollars), please make check payable to AORN and mail the completed application form and payment to: AORN, Attn: Emily O'Connell, CMP, Meetings Manager, 2170 S. Parker Rd, Suite 400, Denver, CO 80231.

If you are paying by credit card, please fax the signed application form to 303-752-0299 or scan and e-mail it to Emily O'Connell, CMP, Meetings Manager, at eoconnell@aorn.org. Credit card payments require a Cardholder's signature.

All matters and questions not covered by the above guidelines are subject to the discretion of AORN. These AORN guidelines may be amended at any time by AORN, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by AORN to such parties.

Your company shall protect, indemnify, hold harmless and defend AORN, its officers, directors, agents, volunteers, subcontractors, employees and/or representatives against all such claims, liabilities, losses, damages, judgments or settlements, including reasonable attorneys' fees and costs and other expenses incurred by the indemnifying party on account of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AORN, its officers, director, agents or employees.

Function Space Application ~ Deadline: Monday, January 30, 2017

Please type your information in the fields below.

Company Name: _____

Booth #: _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Meeting Date: _____ Start Time: _____ End Time: _____

Preferred Location(s):

Applicants may request function space at any of the AORN 2017 hotels listed below. Please note that any hotel you wish to select will require that you receive an approval from AORN on your Function Space Request prior to reserving function space.

Westin Boston Waterfront *Headquarter*

Boston Marriott Copley Place

Boston Park Plaza

Courtyard Boston Downtown

Doubletree Hotel Boston Downtown

Hampton Inn and Suites Boston

Crosstown Center

Hilton Boston Back Bay

Hilton Boston Downtown / Faneuil Hall

Hyatt Regency Boston

Intercontinental Boston

Omni Parker House

Renaissance Boston Waterfront

Revere Hotel Boston Common

Seaport Hotel

Westin Copley Place

List 1st, 2nd and 3rd Choices _____

Purpose of Meeting: _____

Number of People Expected: _____

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Function is by: Invitation only ☐ Open to all attendees ☐ Staff Only ☐

Set-Up Style: Conference/Hollow Square ☐ Classroom ☐ Banquet Rounds ☐ U-Shape ☐ Theater ☐ Reception ☐

Please specify if your meeting will have any of the following meal functions:

Breakfast ☐ Lunch ☐ Dinner ☐ Reception ☐

Please submit completed application to Emily O'Connell, CMP, Meetings Manager at eoconnell@aorn.org, via fax at 303-752-0299 or by mail to: AORN, Attn: Emily O'Connell, CMP, Meetings Department, 2170 S. Parker Rd, Ste 400, Denver, CO 80231

You will receive an email with meeting space availability within 7-10 business days of receipt of your application. Application fee will be charged once meeting space has been confirmed. You will not be charged if meeting space is not available. The fee is in addition to any possible room rental that the hotel may charge.

Payment Information - Application Fee: \$650

Type of Card: American Express ☐ MasterCard ☐ Visa ☐ Discover ☐

Credit Card Number: _____ Expiration Date: _____

Name as it appears on card: _____

Credit Card Billing Address: _____ City: _____

State/Province: _____ Zip: _____ Country: _____

Signature: _____ Date: _____

I require a receipt: Yes ☐ No ☐

Event Listing:

AORN will maintain an internal listing of all events put on by affiliate groups. This listing will be utilized by AORN staff to assist attendees in locating events that are not planned by AORN. Please provide the following information for our listing.

Event Date: _____ Event Start Time: _____ Event End Time: _____

Name of Event: _____

Sponsoring Company: _____

Person in Charge: _____

Contact Number on-site in Boston: _____

AORN Staff Only

Hotel name: _____ Room Name: _____