



### **Booth Activity Approval Submission Instructions:**

Exhibitors must submit any booth activity requests, including food and beverage, to ASCO for review and approval no later than **Wednesday, April 25** through the [Exhibitor Resource Center](#). Passing out of flyers and talking with attendees within an exhibit booth are not considered booth activities and does not need to be included in exhibitors' approval requests. ASCO Exhibits Management will be carefully reviewing all submissions. The exhibits atmosphere must always be congruent with the educational mission of ASCO. All booth activities and content must be professional in nature and provide educational information related to the field of oncology.

#### [Prohibited Activities and Items in the Oncology Professionals Hall](#)

Booth Activities may also include fundraising to benefit Conquer Cancer, The ASCO Foundation and other not for profit organizations. These types of booth activities require the submission of a fundraising request form in addition to the booth activity request form. For more information, please refer to the [Request for Fundraising Activity Form](#).

\*All booth activities must be approved by ASCO in advance and comply with the [Policies for Exhibitors and Other Organizations at ASCO Meetings](#). For additional information, please review the information related to Booth Activities on pages 10-12.

If you have questions with regards to your booth activities, please contact Stephanie Houck or Eileen McGill, ASCO Exhibit Operations Management at [ascoexhibits@spargoinc.com](mailto:ascoexhibits@spargoinc.com) or 703-631-6200.