



**INTERNATIONAL SUMMIT & EXHIBITION ON
HEALTH FACILITY PLANNING, DESIGN & CONSTRUCTION**

MARCH 17-20, 2019 | PHOENIX, AZ

**Exhibitor Sponsored Hospitality /
Entertainment Function Request Form**

EXHIBITING COMPANY _____

CONTACT NAME _____ TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ EMAIL _____

PROPOSED FUNCTION INFORMATION:

PROPOSED DATE _____

PROPOSED TIME _____

PROPOSED LOCATION _____

TYPE OF FUNCTION _____

Please keep in mind the following items from the Rules and Regulations when planning your company's function.

- ASHE controls all meeting space in the Phoenix Convention Center. All planned focus groups, social, or hospitality functions must be approved by ASHE prior to booking meeting space.
- Exhibitors are to conduct social and hospitality functions in a manner that is consistent with the professional and educational nature of the PDC Summit & Exhibition.
- Companies that are not exhibiting are prohibited from hosting hospitality functions, market research, or focus groups during the summit.
- Exhibitors must make it clear that their event is not an official ASHE function.
- Honoraria and other inducements to attract attendance to focus groups, hospitality functions, and educational meetings are not sanctioned by ASHE.
- All hospitality/social functions and focus groups may not conflict with the official program hours outlined below:
 Sunday, March 17: 8:00 a.m. - 8:00 p.m.
 Monday, March 18: 8:00 a.m. - 6:00 p.m.
 Tuesday, March 19: 8:15 a.m. - 5:10 p.m.
 Wednesday, March 20: 7:00 a.m. - 12:00 p.m.
- Exhibitors agree to assume all liability arising out of or in connection with such functions and agree to indemnify ASHE against any and all liability, claims and demands arising or in connection with such functions.

**Return this form by Friday, February 15, 2019 to:
Kevin Brown, ASHE Meeting & Special Events Manager
P: 312.422.3807
F: 312.278.0589
Kbrown@aha.org**