

ONS 44th Annual Congress

MEETING SPACE AND ANCILLARY EVENT APPLICATION

SmithBucklin
330 N. Wabash Ave.
Chicago, IL 60611

Questions?
Contact Our Sales Managers

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Sponsoring Company Contact Information

Sponsoring company _____
Contact name _____
Address _____
City _____ State _____ Zip _____
Email _____
Website _____ Phone _____

Third Party Logistics Contact Information

Third party logistics company _____
Contact name _____
Address _____
City _____ State _____ Zip _____
Email _____
Website _____ Phone _____

Meeting Space Request:
\$1,000 per day or \$5,000 24hr hold for the week.

Meeting space is available for internal staff meetings or speaker ready rooms. The rooms assigned for these events hold a maximum of 10–15 people; ONS attendees cannot be invited to these meetings. Inviting ONS attendees will result in a forfeiture of your space and fee to host event. ONS blackout times do not apply to Meeting Space requests.

Choice	Date	Time
	April 10	_____ to _____
	April 11	_____ to _____
	April 12	_____ to _____
	April 13	_____ to _____

*Number of attendees _____ (maximum of 10–15 people)

*Room set: Conference style _____ U-shape _____ Other _____

Property _____

Ancillary Event Space Request: \$2,500 per event

Any event wherein you are inviting more than ten (10) ONS Congress attendees, onsite or offsite. All Ancillary Events require ONS approval and incur the Ancillary Event fee. Onsite space will be accommodated first-come, first-served. Ancillary events can be held for \$2,500/event. Ancillary events are not scheduled during the following blackout times:

Wednesday, April 10, 2019	Thursday, April 11, 2019	Friday, April 12, 2019	Saturday, April 13, 2019
1 pm–7:30 pm	6 am–7:30 pm	6 am–7:30 pm	6 am–7:30 pm

Choice	Date	Time
	April 10	_____ to _____
	April 11	_____ to _____
	April 12	_____ to _____
	April 13	_____ to _____

Onsite Event Offsite Event

*Number of attendees _____

*Room set: Conference style _____ U-shape _____ Other _____

Property _____

Submit Your Payment

Meeting space confirmations will not be issued until payment is received.

Invoice Sponsoring Company

Invoice Third Party

Send Check payable to ONS
(tax ID #51-0183279) to

Oncology Nursing Society Exhibits
P.O. Box 3500
Pittsburgh, PA 15230

Terms of Agreement

- We agree to abide by all rules and regulations governing the ONS 44th Annual Congress which are part of this application. Acceptance of this application by show management constitutes a contract.

Date _____

Authorized signature* (required) _____

Name/title (please print) _____

*Signature must come from sponsoring company. Sponsoring company is liable for the contracted total.

Submit Your Contract

Email application to jshupe@smithbucklin.com or
astrombeck@smithbucklin.com.

Do not mail contracts.

Industry Event Rules and Regulations

- All independent industry-sponsored events affiliated with the ONS Congress must be approved and not compete with official ONS events. Failure to receive approval will result in exclusion from all ONS conventions and events. Based on the available facilities, no request is guaranteed until confirmed by ONS in writing.
- Payment in full of the access fee is required at the time the application is submitted.
- Canceling events before December 1, 2018, will result in a \$250 processing fee. Cancellations after December 1, 2018, will result in forfeiture of the entire access fee. Should any contingency prevent holding of the conference, neither ONS nor SmithBucklin shall be held liable for any expenses incurred by the company requesting space. ONS reserves the right to make final decisions on all points that the rules and regulations do not specifically cover.
- Failure to hold symposia and ancillary events during the designated hours may result in the loss of ONS priority points.
- Disregard for any rule stated here is just reason for ONS to prohibit any exhibitor from participating in all future ONS events. All companies holding a social event must notify ONS c/o SmithBucklin and be approved, even if meeting space is not requested, and an unofficial venue is being used.
- Events which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent events, nor cause the aisles to be blocked. Operators of noisemaking events must secure approval of operating methods before the event opens. Show Management shall be the sole judge of what constitutes appropriate sound levels.
- Registration areas may be located directly outside of each sponsor's room, and shall not infringe upon neighboring events. Registration lines must be structured in an orderly fashion to include stanchion and must stay located on the same side of the wall as the event. Show Management shall be the sole judge of what constitutes an orderly registration line and reserves the right to relocate or restructure.
- ONS reserves the right to change meeting space assignments to benefit the conference. Changes in meeting space will be communicated in writing to the participating companies and will not be made after 30 days prior to the conference.
- Approved off-premises events are subject to the ONS administrative access fee less AV costs. If an agency/third party is securing space on behalf of a company, proof of appointment must be submitted with the request. Verification (on company letterhead) from the exhibiting company appointing the agency/third party to secure function space on their behalf must be submitted with the request. The letter must be signed by an authorized agent of the company.
- Symposia space will be assigned based on the time slot selected, competing topics, required meeting space needs, and date request was received. ONS reserves the right to assign the next best substitute timeslot when the requested timeslot is not available. Since it is not always possible to contact each individual company for new timeslot selections, please make multiple choices on your application. ONS reserves the right to change meeting space assignments to benefit the conference. Changes in meeting space will be communicated in writing to the participating companies and will not be made after 30 days prior to the conference.
- Submitting a request does not guarantee assignment. Assignments and confirmations will not be provided without payment in full. Meeting space will be confirmed in writing to the individual listed on the application or request form approximately 4 months prior to the show. Once space is assigned, you will work directly with the facility and the audio visual vendor on your event.
- Facilities may require deposits to confirm space assigned by ONS. Facility cancellation fees may be charged.
- A disclaimer must be printed on all promotional materials for symposia or educational offerings supported by any group other than ONS. This disclaimer will clearly state that ONS does not promote or endorse any of the information presented within the event. The same disclaimer information must be shown to your audience prior to the start of any symposia for a minimum of 30 seconds. Proofs of disclaimers will **not** need to be submitted to show management for approval.
- Disclaimer information will be provided with the confirmation of your event. Cancellation of function space will result in cancellation fees to be paid in accordance with the established cancellation policies outlined.
- Titles, funding information, and descriptions must be provided by February 1, 2019, to guarantee inclusion on signage and in the attendee guide and by March 15, 2019, to be included in the app and the website. If titles and funding information are not received by the indicated deadline, ONS will use the information provided on this application in all materials.
- All symposia sponsors are limited to one sign with maximum measurements of 4'x8'. Sign must remain directly outside of event function.