

# ONS 44th Annual Congress

## 2019 SYMPOSIA AND THEATER PRESENTATION 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 \_\_\_\_\_

### CNE/Non-CNE Symposia

Please indicate your first, second and third choice for date and time.  
Times are tentative. Invoiced fee is dependent on final assigned timeslot.

Expected attendance: \_\_\_\_\_

Presentation topic: \_\_\_\_\_

Total Number of Symposia \_\_\_\_\_ Total Cost \_\_\_\_\_

For CNE Symposia, please list all educational grant supporters:  
\_\_\_\_\_

#### Thursday, April 11, 2019

\_\_\_\_ 6-7:30 am • \$35,000      \_\_ CNE    \_\_ Non-CNE  
\_\_\_\_ 12:15-1:45 pm • \$38,500    \_\_ CNE    \_\_ Non-CNE  
\_\_\_\_ 6-7:30 pm • \$35,000        \_\_ CNE    \_\_ Non-CNE

#### Friday, April 12, 2019

\_\_\_\_ 6-7:30 am • \$35,000      \_\_ CNE    \_\_ Non-CNE  
\_\_\_\_ 12:15-1:45 pm • \$38,500    \_\_ CNE    \_\_ Non-CNE  
\_\_\_\_ 6-7:30 pm • \$35,000        \_\_ CNE    \_\_ Non-CNE

#### Saturday, April 13, 2019

\_\_\_\_ 6-7:30 am • \$35,000      \_\_ CNE    \_\_ Non-CNE  
\_\_\_\_ 12:15-1:45 pm • \$38,500    \_\_ CNE    \_\_ Non-CNE  
\_\_\_\_ 6-7:30 pm • \$35,000        \_\_ CNE    \_\_ Non-CNE

#### Off-premises non-CNE dinner symposia • \$10,000

These can be held only during the designated dates and times listed above and must be approved in writing by ONS. Access fee excludes A/V. Specify day requested: \_\_\_\_\_

### Sunday, April 14, 2019

\_\_\_\_ 6-7:30 am • \$35,000      \_\_ CNE    \_\_ Non-CNE

### Learning Hall Theater Presentations

Four theaters that seat 130 people are available in each time slot. The access fee is \$15,000/time slot. Please indicate your first, second, and third choice.

\*Presentation topic: \_\_\_\_\_

Total Number of Presentations \_\_\_\_\_ Total Cost \_\_\_\_\_

#### Thursday, April 11, 2019

\_\_\_\_ 11:15 am-12:15 pm  
\_\_\_\_ 1:45-2:45 pm

#### Friday, April 12, 2019

\_\_\_\_ 11:15 am-12:15 pm  
\_\_\_\_ 1:45-2:45 pm

#### Saturday, April 13, 2019

\_\_\_\_ 11:15 am-12:15 pm  
\_\_\_\_ 1:45-2:45 pm

### Enduring Activity Package

\_\_\_\_ \$5,000

### Submit Your Payment

*Presentation 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 this application to [jshupe@smithbucklin.com](mailto:jshupe@smithbucklin.com) or [astrombeck@smithbucklin.com](mailto:astrombeck@smithbucklin.com).

Do not mail contracts.

**\*PRESENTATION TOPIC MUST BE PROVIDED BEFORE A ROOM OR TIMESLOT WILL BE ASSIGNED (E.G. BREAST CANCER).**

## 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.