



CORPORATE MEMBER POLICIES

1. Corporate hospitality suites and events during the conference week (defined as 5:00 pm, Sunday, June 1 through 9:00 pm, Thursday, June 5) may be held only at the Baltimore Convention Center and Hilton Baltimore and must be reserved through the ASMS office. Off-site events separate from these activities are not permitted.
2. COMPANY AND USER MEETINGS. No scheduled activities may be conducted either in the convention center or off-site hotels during the conference week (defined as 5:00 pm, Sunday, June 1 through 9:00 pm, Thursday, June 5). All corporate user meetings and scheduled activities or events, including off-site events, must take place prior to the official start of the conference, Sunday, June 1, 5:00 pm. For information on planning a users meeting prior to the ASMS conference, please look for the User Meeting Planning Guide on the [Exhibitor Toolkit](#) page of the ASMS website.
3. HOSPITALITY SUITES.
 OPENING TIMES AND USE. Hospitality suite openings for programs, refreshments, and entertainment are limited to the days and hours prescribed by ASMS in the table below. Please note that suites are required to be open in the evenings. Corporate Members may share hospitality suites if desired.

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| | Hilton Baltimore |
| Monday, Tuesday and Wednesday | Before 8:15 am and after 8:00 pm* *Hospitality suites must be open to <u>all</u> ASMS attendees a minimum of three (3) hours starting at 8:00 pm each evening (Mon, Tues, and Wed). Suites may remain open longer than three hours at the discretion of the host corporate member. |

DAYTIME USE. Suites may be used during the daytime hours of 8:15 am – 7:00 pm for one-on-one and small group meetings (no more than 25 persons per organization) by appointment, no walk-ins. Daytime one-on-one or small group meetings are intended to be business activities and private meetings with clients or staff with no music, programs, seminars, or refreshments. One door to each suite may remain open during the day, if desired. Suites with multiple entrances/doors may have only one door at a single entrance open. Please note that lunch programs are not permitted. Breakfast programs may be held in hospitality suites as long as they conclude by 8:15 am. There is no limit to the number of guests for breakfast programs in hospitality suites as long as the room capacity is not exceeded. Group meetings larger than 25 persons will be allowed from 7:00 - 8:00 pm.

SUITE MOVE-IN and TEAR-DOWN. Move-in begins 8:00 am, Sunday, June 1. Move-out must be complete by 12:00 pm, Thursday, June 5.

ACTIVITIES AND ATMOSPHERE. The materials within a hospitality suite must be consistent with the hotel policy. Computers and data systems may be operating in suites. Other equipment may be displayed but may NOT be operational. The only items that may be displayed in suites are those that are sold by a corporate member, NOT by non-member partners of the corporate member. The only item that may be set outside your suite is one sign (standard-sized banner stand or easel sign) – absolutely no registration tables, entrance units, music, or greeters may be outside the room.

Suites may not create a nightclub or party type atmosphere. Loud music and/or live bands or DJs will not be permitted. Soft background music is permissible and adequate lighting must be provided. Suites with very low lighting will be asked to add more light to the room. The following and other similar items will also be prohibited: loud or disruptive games and contests, projection of sporting events in any form, and live





CORPORATE MEMBER POLICIES (continued)

actors. Themed suites are permissible in décor only. Any noise generated in a room must not be audible in adjacent suites. Noise violations may result in loss of priority during the suite selection process.

4. EXHIBIT BOOTHS. The tone of activities in exhibit booths is to be consistent with a scientific session. No music or other noise may be generated, and no contests (*including* raffles and treasure hunts) may be conducted. No food or beverages may be served. **From 10:30 am - 2:30 pm Monday - Thursday promotional gifts such as product samples, mugs, pens, candy, etc. may be offered to attendees. Promotional gifts may NOT be distributed at any other time.** Product literature may be distributed at any time on paper, CD/DVD, or on memory sticks. Computers and data systems may be operating in exhibit booths. Other equipment may be displayed but may NOT be operational. Exhibit booth displays and furnishings may not exceed the designated space (10 ft wide by 10 ft deep). The only items that may be displayed in an exhibit booth are those sold by a Corporate Member, not by non-member partners of the Corporate Member. Exhibit booth spaces may be shared by Corporate Member companies. Exhibitors will receive a pre-conference list of attendees (name and affiliation only) for planning purposes. We strongly encourage the use of lead retrieval as a post-conference list will not be provided.

There is a limit of one booth per parent or holding company. This includes all businesses or brands owned by the parent or holding company. In the instance where a parent or holding company has multiple business or brands they may each become Corporate Members. A single booth may be shared by multiple Corporate Members.

SECONDARY EXHIBIT BOOTHS. Secondary exhibit booths are available beginning February 1. There is a limit of one 10' X 10' booth space per company including wholly-owned subsidiaries and divisions of a common parent or holding company except where a related company meets the policy set forth below for a secondary exhibit booth.

- The secondary booth may not be adjacent to the primary booth.
- The booth must be staffed by different people than primary booth and must have distinct branding elements (colors, logo, and company name). The secondary exhibit booth order form must be accompanied by a sample graphic for the secondary booth (logo, banner, etc.)
- If applicable, the name of the primary Corporate Member company cannot appear on signage or in display. For example, A [primary Corporate Member] Company cannot appear on any of the booth components for the secondary company.
- The company requesting a secondary booth will pay Corporate Member dues of \$650 in conjunction with their booth request.

Please note the designation of 'primary' and 'secondary' is for internal ASMS office use only. These designations are not visible to attendees.

The penalty for not abiding by these policies is loss of option to have a secondary booth the following year.

The Secondary Booth Order Form is posted separate from this prospectus on the ASMS Exhibitor Toolkit page.

BOOTH MOVE-IN and TEAR-DOWN.

- Exhibit booth set up is 1:00 - 4:30 pm on Saturday, May 31 and 8:00 am - 3:00 pm on Sunday, June 1.
- Exhibit booth tear down begins at 2:30 pm on Thursday, June 5.



CORPORATE MEMBER POLICIES (continued)

5. **CORPORATE POSTERS.** Corporate Posters are available only to those companies who do NOT have an exhibit booth. Corporate Posters are 8'x4' and displayed in the designated area of the poster-exhibit hall. No hardware, books, journals, accessories, gifts, computers, etc. may be displayed. An official ASMS conference registration is required for admittance to the poster hall. Posters may be changed throughout the week, if desired. Abstract submission is not required.
 - Set-up for Corporate Posters is 1:00 - 4:30 pm on Saturday, May 31 and 8:00 am - 3:00 pm on Sunday, June 1 (during exhibit booth move-in.)
 - Tear-down is 2:30 - 10:00 pm on Thursday, June 5.
6. **HOTEL GUEST ROOMS & ROOM BLOCKS.** Exhibiting Corporate Member companies are required to book hotel rooms within the ASMS block. Companies requiring LESS than 50 rooms per night should book the rooms individually online at the ASMS website.
 - Room Blocks of 50 or more rooms per night. Companies wishing to block 50 rooms or more per night should complete the enclosed request form. Maximum block size at a single hotel is 50 rooms, unless otherwise specified by ASMS.
 - Room Block Cancellations. The number of rooms and date pattern of Corporate Room Blocks must be confirmed by April 1 to the Housing Bureau. A \$200 per room cancellation fee will be assessed for each room cancelled after April 1.

This policy set forth by ASMS assists in ensuring that all conferees have access to ASMS designated conference hotels.

7. **BREAKFAST ROOMS.** A limited number of Breakfast Rooms are available in the convention center for companies wishing to host breakfast programs. Companies with hospitality suites may hold breakfast meetings in their suites, if desired. Companies with an exhibit booth are eligible to request a Breakfast Room and there is a limit of one room per day per company (unless unsold rooms remain available after February 1). Breakfast programs must conclude by 8:15 am. Corporate Member Companies assigned a Breakfast Room will have access for set-up one hour before and tear-down one hour following their program. Rooms are set for either 50 or 100 guests.



CORPORATE MEMBER POLICIES (continued)

8. **STAFF ROOMS.** A very limited number of Staff Rooms may be available to companies ordering a hospitality suite. Staff Rooms will be available after 9:00 am Sunday, June 1. Staff Rooms may be used by company employees only. It is prohibited to invite customers into staff rooms. These rooms are NOT intended as additional exhibit space; therefore, exhibit display material is prohibited in these rooms (including instrumentation, pop-up displays, etc.).
9. **INDIVIDUAL MEMBERSHIPS AND CONFERENCE REGISTRATIONS.** A corporate membership does NOT include any individual memberships or benefits of individual membership. Each exhibit booth comes with one complimentary full conference registration and two exhibits-only passes. Because a major part of the scientific program in the form of posters is located in the poster/exhibit hall, NO exhibits-only passes are available for purchase. If your company has an exhibit booth and requires more registrations, you will be directed to have the additional individuals register on-line via www.asms.org.
10. **HEALTH AND SAFETY.** Please be aware that it may be necessary to implement health and safety measures. It is recommended that you review the cancellation policy before completing and submitting your order form.
11. **CANCELLATION POLICY.** Cancellation of exhibit booth, hospitality suite, sponsorships or corporate poster on or before April 1, 2025: Corporate Member will be subject to a fee equal to 50% of cost of booth, suite, tabletop, sponsorship or poster. Corporate Member dues are non-refundable. Cancellations after April 1, 2025: No refunds.
12. These policies have been designed in the best interests of Corporate Members and conference attendees. Violation of these policies may result in immediate revocation of corporate member privileges and/or corporate membership.

