

ONS 42nd Annual Congress

2017 Meeting Space and Ancillary Event Application

SmithBucklin
330 N. Wabash Ave.
Chicago, IL 60611

Questions?
Contact Our Sales Managers

Jennifer Shupe
jshupe@smithbucklin.com
312-673-5742 (phone)
312-673-6580 (fax)

Amanda Strombeck
astrombeck@smithbucklin.com
312-673-4844 (phone)
312-673-6580 (fax)

Andrew Haigh
ahaigh@smithbucklin.com
312-673-5442 (phone)
312-673-6580 (fax)

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

Meeting space is available for internal staff meetings, or speaker ready rooms. Meeting space is available only to companies who are exhibiting or holding a symposia or theater event. 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. All meeting space requests must receive ONS approval, regardless of where they are held. ONS blackout times do not apply to Meeting Space requests.

Choice	Date	Time
	May 3	_____ to _____
	May 4	_____ to _____
	May 5	_____ to _____
	May 6	_____ to _____
	May 7	_____ to _____

Number of attendees _____ (maximum of 10–15 people)
Room set: Conference style _____ U-shape _____ Other _____
Property _____

Ancillary Event Request: \$2,500 per day

Opportunity to access attendees (e.g., receptions, hospitality suites, or any function where invitees outside of your company will be in attendance). Ancillary events can be held for \$2,500/event. All meeting space requests must receive ONS approval, regardless of where they are held. Ancillary events are not scheduled during black out times.

Blackout Times

Thursday, May 4, 2017

6 am–7:30pm

Saturday, May 6, 2017

6 am–8:30 pm

Friday, May 5, 2017

6 am–7:30pm

Sunday, May 7, 2017

6 am–7:30 pm

Choice	Date	Time
	May 3	_____ to _____
	May 4	_____ to _____
	May 5	_____ to _____
	May 6	_____ to _____
	May 7	_____ to _____

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 42nd 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 or fax this application to jshupe@smithbucklin.com or astrombeck@smithbucklin.com or ahaigh@smithbucklin.com or 312-673-6580 (fax). Do not mail contracts.