



## Function Space Authorization Form

56<sup>th</sup> Annual Congress · March 15-19, 2009 · Chicago, IL

**It is AORN's policy that any ancillary function held by exhibitors not conflict with official Congress hours. Following are the authorized dates and times for these functions. If your event falls within these hours and is not held at the Hilton Chicago, you may contact the hotel directly to finalize details. If the function falls outside of these hours or is held at the Hilton Chicago, please complete this form and return to AORN at the address listed below.**

**Sunday, March 15**

Concludes Before 7:30am  
Event start time after 6:00 pm

**Monday, March 16**

Concludes Before 7:30am  
Event start time after 6:00 pm

**Tuesday, March 17**

Concludes Before 7:30 am  
No evening events allowed

**Wednesday, March 18**

Concludes Before 7:30am  
Event start time after 6:00 pm

**Thursday, March 19**

Concludes Before 7:30am  
No evening events allowed

*Please submit your request by **Friday, November 28**. Requests received after that date will be accommodated based on availability and filled on a first-come, first-served basis.*

**NEW FOR 2009!**

- *Requests for daytime meeting space at Hilton Chicago will be filled beginning December 1, 2008.*
- *Evening events at the Hilton Chicago, held in accordance with the above guidelines, will be assigned on a first-come, first-served basis.*
- *Requests received after Monday, **FEBRUARY 2**, will incur a \$100 administrative fee*

**Company Information**

Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Function:**

Function Name: \_\_\_\_\_

Function Type:  Company Meeting  Other: \_\_\_\_\_

Audience:  Company Personnel  Other: \_\_\_\_\_

Location Preference: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Date of Function: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Early Setup?  Yes  No Additional Time Requested: \_\_\_\_\_

Preferred Seating Style:  Classroom  Banquet  Theatre  Conference  Reception Other: \_\_\_\_\_

Additional Details \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to the attention of:**  
Sandy Abbott, Meeting Manager  
**AORN**  
2170 South Parker Road, Suite 300  
Denver, CO 80231-5711  
**Phone:** (303) 755-6304 x209  
**Toll Free:** (800) 755-2676 x209  
**Fax:** (303) 752-2044  
**e-mail:** sabbott@aorn.org