



2018 AHRS
AMERICAN HAIR RESEARCH SUMMIT
MAY 14-16 | ORLANDO, FL | USA

ANCILLARY FUNCTION REQUEST FORM

2018 AHRS Summit
 May 14-16, 2018
 Rosen Shingle Creek Resort, Orlando, FL, USA

Instructions: Please use this form to request permission to hold an ancillary function. Return to: AHRS, 303 West State Street, Geneva, IL 60134, USA, Fax: +1-630-262-1520 by **April 16, 2018**.

Questions? Please contact Jule Uddfolk, CMP, ISHRS Meetings & Exhibits Manager directly at +1-773-883-1236 or jule@mmsformetings.com.

POLICY ON AHRS ANCILLARY FUNCTIONS – PLEASE READ CAREFULLY:

AHRS approval, which may be granted or denied by the AHRS at its sole discretion, is required for all exhibitor-sponsored ancillary functions. Requests for such activities must be submitted in writing via the Ancillary Function Request Form to the AHRS Meetings & Exhibits Manager by the date indicated. The request must specify date, time, location, type of function and anticipated attendance. Ancillary functions will only be approved for times that are not in competition with the AHRS program, in the sole opinion of the AHRS. The allowed ancillary timeslots are not exclusive. There may be more than one exhibiting company hosting ancillary functions during any given time period. The AHRS is not holding meeting rooms at the Rosen Shingle Creek Resort for exhibitor use. The exhibiting company must secure its own meeting/function space, whether it be at the above listed properties or elsewhere, and pay any and all required fees and costs directly. If it is determined that an unapproved ancillary function of any sort has taken place or is scheduled to take place, the “Violation of Rules” section will be enforced.

The allowed ancillary timeslots below are not exclusive – there may be more than one exhibiting company hosting ancillary functions during any given time period.

The AHRS will communicate approval or denial of all ancillary function requests.

INDICATE YOUR 1ST AND 2ND CHOICES FOR ANCILLARY FUNCTIONS:

___ Monday, May 14, 2018, 7:00AM-12:30PM or 8:30PM-10:00PM specify your requested time: _____

___ Tuesday, May 15, 2018, 7:00PM-10:00PM specify your requested time: _____

Today’s Date: _____

Company Name: _____

Description of Ancillary Function: _____

Guests: _____ Planned Location: _____

Ancillary Function Contact Name: _____

E-mail: _____ Phone: _____

Return form by April 16, 2018, to:

American Hair Research Society
 303 West State Street, Geneva, IL 60134, USA
 Via email: jule@mmsformetings.com and info@nahrs.org