WELCOME TO ST. LOUIS

The 63rd ASMS Conference will be May 31-June 4, 2015 in St. Louis, MO. The participation of the ASMS Corporate Members is an integral part of the conference. We welcome support from past Corporate Members as well as the involvement of new members for one of the most dynamic scientific conferences in the world. We expect an attendance of 6,500 scientists and 3,000 presentations as talks and posters. The poster/exhibit hall will feature over 750 different posters each day and 180 exhibit booths, providing a broad array of science and technology.

SCIENTIFIC PROGRAM. The program will begin with tutorial lectures at 5:00 pm on Sunday, May 31, followed by the opening session and plenary lecture. The Grand Opening and Welcome Reception will be 7:45 – 9:00 pm in the poster-exhibit hall following the plenary lecture. Monday through Thursday will be full program days of concurrent oral sessions, poster sessions, and workshops – all conducted in the America's Center Convention Complex.

POSTER/EXHIBIT HALL. The poster/exhibit hall in the America's Center Convention Complex will house the scientific posters as well as the exhibit booths and the Apps & Technology Spotlight. The poster sessions will be continuous four-hour blocks, 10:30 am – 2:30 pm (Monday through Thursday) to maximize time available for viewing posters and exhibits. The poster-exhibit hall is the core of the conference where the Welcome Reception, poster session break refreshments, free WiFi and employment center will be located.

CLOSING EVENT. The conference will conclude with a closing event at City Museum. Located within walking distance of the convention center we anticipate a high attendance for this year’s event. All attendees and exhibitors are encouraged to attend. Tickets are required and may be purchased with regular conference registration.

CONTINUING FOR 2015:
• Tear-down of exhibit booths may begin at 2:30 pm but not earlier. This rule will be strictly enforced. Any company violating this rule will lose priority for booth selection for 2016 (booth selection will be accommodated last instead of in order received). Note that Freeman delivery of empties (skids, crates, etc) will not begin until 3:00 pm.
• Exhibitors may distribute product literature on USB sticks.
• Two main entrances for the poster-exhibit hall.
• Publishers Library companies are able to sell books and other printed materials at their tabletops.
• Exhibitors will receivea complimentary pre-conference registrant list containing names and affiliations only.

CONFERENCE SPONSORSHIPS. Corporate members are invited to sponsor various aspects and activities of the conference. All sponsors will be prominently recognized.

CORPORATE MEMBER BENEFITS. Payment of annual Corporate Member dues ($650) entitles a company to participate in the ASMS Annual Conference and other ASMS-sponsored conferences. Annual conference participation may include the following:
• Exhibit Booth, Apps & Technology Spotlight, Breakfast Room or Publisher's Library Tabletop in the America’s Center
• Hospitality Suite in the Renaissance Grand Hotel

We hope your company will join us at the 63rd ASMS Conference. Please contact Marin or Miquela at (505) 989-4517 or office@asms.org with questions regarding this prospectus or your company’s involvement. We look forward to seeing you in St. Louis!

Miquela Sena and Marin Walker
ASMS Corporate Member Activities
CORPORATE MEMBER PROSPECTUS HOW-TO GUIDE

Step 1: Corporate Member Order Form, pages 3 - 5
Complete the Corporate Member Order Form and prepare payment (credit card or check).

Step 2: ASMS Corporate Member Policies, pages 6 - 7
Carefully read and sign the ASMS Corporate Member Policies. These policies provide details and limitations for all Corporate-related activities at the ASMS Annual Conference. A signed copy of the ASMS Corporate Member Policies must accompany your Corporate Member Order Form.

Step 3: Hospitality Suite Request Form, page 8
Complete this form if you wish to request a Hospitality Suite. Please remember, do NOT enclose payment for your requested Hospitality Suite.

Step 4: Breakfast & Staff Room Request Form, page 9
Complete this form if you wish to request a Breakfast Room and/or Staff Room.

Step 5: Hotel Room Block Request Form, page 10
Complete this form if your company needs to book more than 20 hotel rooms per night.

Step 6: Floor Plans, pages 11 - 13
Consult floor plans for the poster-exhibit hall and hospitality suites.

Step 7: Submit all applicable forms to ASMS by December 10
Corporate Member Order Form must be accompanied by payment in full (attached check or credit card details) and a signed copy of the ASMS Corporate Member Policies. Request forms (Hospitality Suite, Breakfast & Staff Room, Hotel Room Block) should also be submitted at the same time, if possible.

Please submit all forms to:
ASMS Corporate Memberships
2019 Galisteo Street Bldg. i-1
Santa Fe, NM 87505
office@asms.org - Fax: (505) 989-1073
Faxed or emailed forms must include credit card payment information.
ORDER FORM

Deadline: Based on availability

Please provide complete information. Company name and website URL will be used on the ASMS website for Corporate Member listing.

<table>
<thead>
<tr>
<th>Company Name: (as it will appear in all conference materials)</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Address:</td>
<td>Fax:</td>
</tr>
<tr>
<td>City/State:</td>
<td>Contact Email:</td>
</tr>
<tr>
<td>Zip/Postal Code:</td>
<td>Company Email:</td>
</tr>
<tr>
<td>Country:</td>
<td>Company Website:</td>
</tr>
</tbody>
</table>

☐ 2015 ASMS Corporate Membership (required) Cost: $650

The corporate membership permits a company to be commercially active at the conference by ordering and staffing an exhibit booth or Publisher’s Library tabletop, displaying a poster in the Apps & Technology Spotlight, or hosting a hospitality suite. Corporate member companies will receive free job postings on the ASMS Career Center for 2015. IMPORTANT: The corporate membership does not include any individual memberships or individual membership benefits such as journal subscription or reduced conference registration fees.

Please select items below. A company may reserve exhibit booth or Publisher’s Library table and/or Apps & Technology Spotlight poster space.

☐ Reserve an Apps & Technology Spotlight (formerly Corporate Posters) poster space for my company, limit one poster per company. Cost: $200

Poster boards for corporate members will be located in the Apps & Technology Spotlight area of the poster/exhibit hall. An official ASMS conference registration is required for admittance to the hall. No conference registration is included with a poster space. The posters are intended to be commercial; however, no books, gifts, journals or hardware, including laptop computers, may be displayed at posters. One 8 ft x 4 ft poster board will be provided with a table for literature. There will be no electrical power. Please see enclosed Policies on page 6 - 7 for poster session times as well as set-up and tear down times.

☐ Reserve an exhibit booth for my company, limit one booth per company. Cost: $1,850 SOLD OUT

Exhibit booths will be located in the same hall with the technical posters. An official ASMS conference registration is required for admittance to the hall. One conference registration and two exhibits-only passes are included with an exhibit booth. There is a limit of one booth per company including wholly-owned subsidiaries and divisions of a common parent. Booths will be 10 ft (wide) x 10 ft (deep) with 4 ft high side and 8 ft high back draping. Carpeting, furnishings and electric power are not included. Computers and data systems may be operating. Other products and hardware may be displayed, but may not be operational. Please see the Policies on pages 6 - 7 for poster-exhibit hall set up, tear-down and opening times.

Consult the poster-exhibit hall floor plan on page 11.

- Booth Number Preferences: 1st _______ 2nd _______ 3rd _______
- Please indicate competitor(s) that you wish not to be adjacent to _______
- Corner booth location preferred even if it is distant from my booth preferences?
  Circle one: Yes No Not Important

Booth space is reserved as paid orders are received. ASMS will make every effort to accommodate preferences and requests, but cannot guarantee location.

☐ Reserve a tabletop in the Publisher’s Library. Cost: $500

Tabletops will be located near conference registration. Tabletops are restricted to publishers. One 6-ft table and 2 chairs will be provided for each tabletop. Publishers may not order any additional furnishings for the library. Books and journals may be displayed and sold. Laptops are permitted. Electrical and internet service is not included. No conference registrations are included with tabletops. A representative from the publisher must be on-site to coordinate the table display. Please see the Policies on pages 6 - 7 for set-up and tear-down times. This area is public and no security is provided.

Enter amount for the item(s) checked above: $ ________

Order Form continued on next page.
Conference Sponsorships. Please consider making a contribution to help make this a memorable conference. Corporate Members are invited to contribute to the conference at one of the following levels. If you would like to explore a customized sponsorship for your company, please contact Miquela at miquela@asms.org.

☐ $16,000 – Mobile App & Internet Station Sponsor (limit of one sponsor) Your company receives: SOLD
- Full screen advertisement on conference mobile app which displays each time mobile app is opened.
- Recognition of your company’s support on hanging banner in the America’s Center featuring your company logo.
- Two slides on digital monitors displayed above mobile device charging stations (approx 6 charging stations are planned).
- Two slides on digital monitors throughout the America’s Center Convention Complex
- Splash page for all Internet Station computers to be your company’s homepage or page specified by you. At least three internet stations are planned.
- Recognition of your company’s sponsorship on signage at each internet station.
- Opportunity to provide table drape, mouse pads or mice with your company’s logo for use at the internet stations.
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Recognition of your company’s support on poster-exhibit hall entrance unit, in the program book and in program-at-a-glance.

☐ $10,000 – Opening Reception Sponsor (limit of one sponsor) Your company receives: SOLD
- Company branded cups and cocktail napkins at each refreshment station (keg beer, soft drinks, and food will be served.)
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Signage at the reception, featuring your company logo, recognizing your company as the sponsor.
- Two slides on digital monitors displayed above mobile device charging stations (approx 6 charging stations are planned).
- Two slides on digital monitors throughout the America’s Center Convention Complex
- Recognition of your company’s support on poster-exhibit hall entrance unit, in the program book and in program-at-a-glance.

☐ $10,000 – Webcasting Sponsor (limit of one sponsor) Your company receives:
- Your company logo featured on the webcasting site header.
- Two slides on digital monitors displayed above mobile device charging stations (approx 6 charging stations are planned).
- Two slides on digital monitors throughout the America’s Center Convention Complex
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Recognition of your company’s support on poster-exhibit hall entrance unit, in the program book and in program-at-a-glance.

☐ $8,000 – Closing Event Sponsor (limit of two sponsors) Your company receives: SOLD
Following the closing lecture, there will be a closing event at City Museum. As sponsor of this event your company receives:
- Company branded cups and cocktail napkins at each refreshment station (keg beer, soft drinks, and food will be served.)
- Signage at the Closing Event, featuring your company logo, recognizing your company as the sponsor.
- One slide on digital monitors displayed above mobile device charging stations (approx 6 charging stations are planned).
- One slide on digital monitors throughout the America’s Center Convention Complex
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Recognition of your company’s support on poster-exhibit hall entrance unit, in the program book and in program-at-a-glance.

☐ $5,000 – Conference Sponsor (limit of ten sponsors) Your company receives:
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- One slide on digital monitors displayed above mobile device charging stations (approx 6 charging stations are planned).
- One slide on digital monitors throughout the America’s Center Convention Complex
- Recognition of your company’s support on poster-exhibit hall entrance unit, in the program book and in program-at-a-glance.

☐ $1,000 – Conference Sponsor – Conference Sponsor (no limit on sponsors) Your company receives:
- Recognition of your company’s support on poster-exhibit hall entrance unit, in the program book and in program-at-a-glance.

Special Hotel Advertising Opportunities.
Hotels in the ASMS room block are available for key card sponsorship. These sponsorships will be assigned on a first-come, first-served basis. Limit of one sponsorship per hotel. Company will be responsible for all charges for printing and distribution of key cards. For keycard advertising your company will be invoiced once assignment is made.
Please make selections below.

☐ Yes, my company wishes to sponsor hotel room key cards. Please check preferred hotel(s) below.

- Hyatt Regency, $8,000 (800 rooms)
- Renaissance, $5,500 (650 rooms)
- Crowne Plaza, $3,250 (325 rooms)
- Ramada Hotel, $2,500 (250 rooms)
- Embassy Suites, $700 (70 rooms)
- Drury Hotel, $1,500 (150 rooms)
- Drury Inn & Suites, $1,500 (150 rooms)
- Hampton, $1,000 (100 rooms)
- Hilton Bpk, $1,000 (100 rooms)

Sponsorship amount checked above (do not include keycard advertising): $__________

Order Form continued on next page.
COMPANY NAME: ____________________________

Amount due for item(s) selected on previous pages: $__________

REQUIRED Corporate Membership amount: + $650.00

TOTAL AMOUNT ENCLOSED: $__________

SELECT PAYMENT METHOD FOR THE TOTAL AMOUNT.

☐ Check is enclosed for total amount. Checks must be payable through a U.S. bank and payable to: ASMS.

☐ Charge total amount to credit card (Visa, Mastercard, or American Express). Complete details below.

<table>
<thead>
<tr>
<th>Credit Card Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
</tr>
<tr>
<td>Security Code (3-4 digits):</td>
</tr>
<tr>
<td>Cardholder Name (as appears on card):</td>
</tr>
<tr>
<td>Billing Address:</td>
</tr>
<tr>
<td>Billing City, State / Region:</td>
</tr>
<tr>
<td>Billing Zip/Postal Code:</td>
</tr>
<tr>
<td>Billing Country (if outside of U.S.):</td>
</tr>
</tbody>
</table>

THIS ORDER FORM AND FULL PAYMENT SHOULD BE COMPLETED AND ACCOMPANIED BY:
1. Signed copy of ASMS Corporate Member Policies
2. Any applicable request forms

SEND TO:
ASMS Corporate Memberships
2019 Galisteo Street, Bldg. i-1
Santa Fe, NM 87505 (USA)
office@asms.org - Fax: 505-989-1073
Faxed or emailed forms must include credit card payment

A confirmation will be sent to your company’s contact email address within 3 business days. If you do not receive a confirmation, please call the ASMS office.
1. Hospitality suites and events during the conference week (defined as 5:00 pm, Sunday, May 31 through 9:00 pm, Thursday, June 4) must be reserved through the ASMS office.

2. Corporate hospitality suites and events during the conference week (defined as 5:00 pm, Sunday, May 31 through 9:00 pm, Thursday, June 4) may be held only at the America's Center and Renaissance Hotel.

3. 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, May 31 through 9:00 pm, Thursday, June 4). 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, May 31, 5:00 pm. For information on planning a users meeting prior to the ASMS conference, please look in the ‘Exhibitor Toolkit’ area of http://www.asms.org/conferences/annual-conference/exhibitors.

4. HOSPITALITY SUITE 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.

<table>
<thead>
<tr>
<th>Renaissance Hotel Hospitality Suites</th>
<th>Monday, Tuesday and Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Before 8:15 am and after 8:00 pm*</td>
</tr>
<tr>
<td>*Hospitality suites must be open to all 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 company.</td>
<td></td>
</tr>
</tbody>
</table>

DAILYTIME HOSPITALITY SUITE USE. Suites may be used during the daytime hours of 8:00 am – 8:00 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. Please send an email by March 23 to office@asms.org if you wish to have your breakfast seminar in your suite listed in the conference program.

HOSPITALITY SUITE MOVE-IN begins 8:00 am, Sunday, May 31. Move-out must be complete by 12:00 pm, Thursday, June 4.

5. HOSPITALITY SUITE ACTIVITIES. 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 easel sign (22”x28”) or standard-sized banner stand – absolutely no registration tables, entrance units, music, or greeters may be outside the room. Any noise generated in a room must not be audible in adjacent rooms without written consent from neighboring suites. Noise violations may result in loss of priority during the suite selection process.

6. EXHIBIT BOOTHS. No contests (including raffles and treasure hunts) may be conducted, no food or beverages may be served including items such as mints or hard candies. Only product literature may be distributed in booths – printed on paper, burned on CD or DVD, or on memory sticks. No other gifts such as product samples, mugs, pens, candy, etc. may be distributed. 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. There is a limit of one booth per company including wholly-owned subsidiaries and divisions of a common parent. PROFESSIONAL COURTESY DURING SET UP: The exhibit rules state that you are not to have any components of your booth taller than 4’ in the front half of your exhibit booth space. This includes but is not limited to instruments, banners, monitors, and literature racks. Please extend a professional courtesy to your neighboring exhibitors by abiding by this rule.

Set-up is 8:00 am - 3:00 pm on Sunday, May 31. Tear-down is 2:30 - 10:00 pm on Thursday, June 4. No early teardown is permitted. This rule will be strictly enforced. Any company violating this rule will lose priority for booth selection for 2016 (booth selection will be accommodated last instead of in order received). Note that Freeman delivery of empties (skids, crates, etc) will not begin until 3:00 pm.

The poster-exhibit hall will be unlocked and open to attendees during the following hours: Sunday, 7:45 - 9:00 pm (Grand Opening and Welcome Reception); Monday, Tuesday, Wednesday, 7:30 am - 8:00 pm; and Thursday, 7:30 am - 2:30 pm. Exhibit Booth Hours will be listed in the Program as follows: Sunday, 7:45 - 9:00 pm (Grand Opening and Welcome Reception); Monday, Tuesday, Wednesday, 9:00 am - 5:00 pm; Thursday, 9:00 am - 2:30 pm.

Initial Here to acknowledge your understanding and agreement to abide by the policies listed on this page.
7. APPS & TECHNOLOGY SPOTLIGHT (formerly Corporate Posters). Apps & Technology Spotlight posters are 8’x4’ and displayed in alphabetical order by company in the designated area of the exhibit-poster 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.
   - Set-up for Posters is 8:00 am - 3:00 pm on Sunday, May 31 (during exhibit booth move-in).
   - Tear-down is 2:30 - 10:00 pm on Thursday, June 4.

8. PUBLISHER’S LIBRARY TABLETOP. Tabletops will be located in the foyer space near conference registration. Tabletops are restricted to publishers. One 6-ft table and 2 chairs will be provided for each tabletop. Publishers may not order any additional furnishings for the library. Books and journals may be displayed and sold. Laptops are permitted. Electrical and internet service is not included. No conference registrations are included with tabletops. A representative from the publisher must be on-site to coordinate the table display. This area is public and no security is provided.
   Set-up for Tabletops is 10:00 am - 3:00 pm on Sunday, May 31. Tear-down is 3:30 - 10:00 pm on Thursday, June 4.

9. HOTEL ROOMS & ROOM BLOCKS. Exhibiting Corporate Member companies are required to book hotel rooms within the ASMS block. Companies requiring LESS than 20 rooms per night should book the rooms individually online at the ASMS website after January 5, 2015.
   - Room Blocks of 20 or more rooms per night. Companies wishing to block 20 rooms or more per night should complete the enclosed request form. Maximum block size at a single hotel will be 50 rooms.
   - 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.
   The Hotel Room Block policies set forth by ASMS assist in ensuring that all conference attendees have access to ASMS designated conference hotels.

10. BREAKFAST ROOMS. A limited number of Breakfast Rooms are available in the America’s 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. Companies assigned a Breakfast Room will have access for set-up one hour before and tear-down one hour following their program. There is no limit to the number of guests except room capacity.

11. 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, May 31. 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.).

12. 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.

13. CANCELLATION POLICY. Cancellation of exhibit booth, hospitality suite, Publisher’s Library tabletop, or poster space in the Apps & Technology Spotlight before April 1, 2015: Company will be subject to a fee equal to 50% of cost of booth, suite, tabletop or poster. Corporate Member dues are non-refundable. Cancellations after April 1, 2015: No refunds.

14. 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.

Please sign and date below to acknowledge your understanding and agreement to abide by these fourteen policies.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Name of Company Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Company Representative:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

A signed copy of these Corporate Member Policies must accompany your Order Form.
COMPANY NAME:  

☐ My company does NOT wish to reserve a hospitality suite.

☐ Yes, reserve a Hospitality Suite for my company as indicated below.

1-night and 2-night rentals of smaller suites will be available with the following pricing and schedule for move in/move out. Monday night rentals will be available for $2 per square foot. Tuesday and Wednesday night rentals will be available for $1 per square foot per night. Move in for these suites will begin at 12:00 noon on the first day of the rental and the suite must be vacated by 10:00 am on the day of move out.

For 3-night suites, move-in will begin at 8:00 am, May 31 and move-out must be complete by 12:00 noon, June 4.

Location of hospitality suites.
The Renaissance Hotel will host the hospitality suites in St. Louis. It is conveniently located across Washington Avenue from the convention center. The Renaissance is comprised of two buildings. The Grand Tower houses all of the guest sleeping rooms as well as the historic Statler Room and several mezzanine level rooms. Just outside the door from the Statler Room and across 9th Street is the Ballroom Complex, a two-story building featuring two ballrooms and meeting rooms. In addition both buildings are connected via the hotel’s lower level.

Guidelines governing hospitality suites.
HOSPITALITY SUITE 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Renaissance Hotel Hospitality Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday and Wednesday</td>
<td>Before 8:15 am and after 8:00 pm*</td>
</tr>
</tbody>
</table>

*Hospitality suites must be open to all 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 company.

DAILY HOSPITALITY SUITE USE. Suites may be used during the daytime hours of 8:00 am – 8:00 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. Please send an email by March 23 to office@asms.org if you wish to have a breakfast seminar in your suite listed in the conference program.

HOSPITALITY SUITES. Please indicate three choices.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Suite</th>
<th>Square Feet</th>
<th>Ceiling Height</th>
<th>Cost**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermo</td>
<td>Landmark 4-7*</td>
<td>7,042</td>
<td>14’</td>
<td>$21,126</td>
</tr>
<tr>
<td>AB SCIEX</td>
<td>Majestic D*</td>
<td>5,756</td>
<td>16’</td>
<td>$17,268</td>
</tr>
<tr>
<td>Waters</td>
<td>Majestic E*</td>
<td>5,756</td>
<td>16’</td>
<td>$17,268</td>
</tr>
<tr>
<td>Bruker</td>
<td>Majestic A-C*</td>
<td>4,284</td>
<td>16’</td>
<td>$12,852</td>
</tr>
<tr>
<td>Shimadzu</td>
<td>Majestic F-H*</td>
<td>4,284</td>
<td>16’</td>
<td>$12,852</td>
</tr>
<tr>
<td>Statler***</td>
<td></td>
<td>4,100</td>
<td>24’</td>
<td>$12,300</td>
</tr>
<tr>
<td>Agilent</td>
<td>Landmark 1-3*</td>
<td>4,011</td>
<td>14’</td>
<td>$12,033</td>
</tr>
<tr>
<td>PerkinElmer</td>
<td>Washington*</td>
<td>2,450</td>
<td>12’</td>
<td>$7,350</td>
</tr>
<tr>
<td>Thermo</td>
<td>Landmark 4-7*</td>
<td>7,042</td>
<td>14’</td>
<td>$21,126</td>
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<td>Majestic D*</td>
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<td>Waters</td>
<td>Majestic E*</td>
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<td>16’</td>
<td>$12,852</td>
</tr>
<tr>
<td>Shimadzu</td>
<td>Majestic F-H*</td>
<td>4,284</td>
<td>16’</td>
<td>$12,852</td>
</tr>
<tr>
<td>Statler***</td>
<td></td>
<td>4,100</td>
<td>24’</td>
<td>$12,300</td>
</tr>
<tr>
<td>Agilent</td>
<td>Landmark 1-3*</td>
<td>4,011</td>
<td>14’</td>
<td>$12,033</td>
</tr>
<tr>
<td>PerkinElmer</td>
<td>Washington*</td>
<td>2,450</td>
<td>12’</td>
<td>$7,350</td>
</tr>
</tbody>
</table>

*These rooms are available for 3-night rental only. **Cost listed is based on 3-night rental. Monday night rentals will be available for $2 per square foot. Tuesday and Wednesday night rentals will be available for $1 per square foot per night. ***The Statler Room is an historic room and has restrictions on décor. Statler is located on the lobby level of the Grand Tower building –the vaulted ceiling includes an overlook from the Mezzanine level.

Space will be assigned to assure the best interests of the conference and good traffic flow. Please do NOT include payment for hospitality space. You will be invoiced for the space assigned to you.

DEADLINE: DECEMBER 10, 2014
Send To: ASMS Corporate Memberships; 2019 Galisteo Street, Bldg. i-1; Santa Fe, NM 87505 (USA)
Email: office@asms.org orFax: 505-989-1073

63rd ASMS • May 31 - June 4, 2015 • St. Louis, MO
BREAKFAST ROOM AND STAFF ROOM REQUEST FORM

COMPANY NAME: ___________________________

☐ No, thank you, my company does NOT wish to reserve a staff room or a breakfast room.

BREAKFAST ROOMS. A limited number of Breakfast Rooms are available in the America’s Center for companies wishing to host breakfast programs. Companies with hospitality suites may hold their breakfast programs (if desired) in their suites. Only companies with an exhibit booth are eligible to request a Breakfast Room. Breakfast programs must conclude by 8:15 am.

Companies assigned a Breakfast Room will have access for set-up one hour before and tear-down one hour following their program. A standard AV package will be set in each room and is included in the room price below. The standard AV package includes a screen, LCD projector, and one wireless lavaliere microphone. Companies will be responsible for order and payment of any additional AV equipment as well as any desired catering.

Breakfast seminars will be advertised in the conference program unless otherwise requested.

☐ Yes, reserve a Breakfast Room at the America’s Center for my company. My date selection(s) are below.

☐ Monday, June 1, program to conclude by 8:15 am. Select room size below.
  ☐ $2,000 room for 40-50 pp set classroom-style (tables & chairs) (approx 1,000-1,200 sq ft).
  ☐ $3,000 room for 100 pp set classroom-style (tables & chairs) (approx 2,200-2,400 sq ft).

☐ Tuesday, June 2, program to conclude by 8:15 am. Select room size below.
  ☐ $2,000 room for 40-50 pp set classroom-style (tables & chairs) (approx 1,000-1,200 sq ft).
  ☐ $3,000 room for 100 pp set classroom-style (tables & chairs) (approx 2,200-2,400 sq ft).

☐ Wednesday, June 3, program to conclude by 8:15 am. Select room size below.
  ☐ $2,000 room for 40-50 pp set classroom-style (tables & chairs) (approx 1,000-1,200 sq ft).
  ☐ $3,000 room for 100 pp set classroom-style (tables & chairs) (approx 2,200-2,400 sq ft).

☐ Thursday, June 4, program to conclude by 8:15 am. Select room size below.
  ☐ $2,000 room for 40-50 pp set classroom-style (tables & chairs) (approx 1,000-1,200 sq ft).
  ☐ $3,000 room for 100 pp set classroom-style (tables & chairs) (approx 2,200-2,400 sq ft).

STAFF ROOMS. A limited number of rooms may be available at the Renaissance Hotel (beginning at 9:00 am Sunday, May 31). Staff Rooms are available to companies ordering a hospitality suite. These rooms may only be used by company employees. It is prohibited to invite customers into staff rooms. These rooms are NOT intended as additional exhibit space. Exhibit display material is prohibited in these rooms (including instrumentation, pop-up displays, etc.). The cost for staff rooms will be calculated at $1 per square foot.

☐ Yes, please reserve a Staff Room for my company at the Renaissance Hotel

Do NOT include payment for Breakfast or Staff Rooms. You will be invoiced for space assigned to your company by January 20.

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Exhibiting companies are required to book rooms within the ASMS hotel blocks. Companies requiring LESS than 20 rooms per night should book the rooms individually online through the ASMS website after January 5, 2015.

Room Blocks of 20 or more rooms per night. Companies wishing to block 20 rooms or more per night, please complete the form below and submit to ASMS with Corporate Member Order Form and signed Corporate Member Policies. After room block assignments are made you will receive notification from ASMS and then you will be contacted by the Housing Bureau to arrange for deposit payment, to adjust your block, and to submit rooming lists.

Room blocks in a single hotel are limited to 50 rooms.

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.

Please complete the form below ONLY if you require 20 rooms or more PER NIGHT.

COMPANY NAME: ____________________________

Indicate number of rooms needed each night: if you need less than 20 rooms per night, please book through website:

<table>
<thead>
<tr>
<th>Fri, May 29</th>
<th>Sat, May 30</th>
<th>Sun, May 31</th>
<th>Mon, June 1</th>
<th>Tues, June 2</th>
<th>Wed, June 3</th>
<th>Thurs, June 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most companies do NOT require rooms on Fri unless you conduct a user’s meeting on Sat.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred hotel(s), please indicate preferences below.

<table>
<thead>
<tr>
<th>Choice 1, 2, 3</th>
<th>Hotel</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crowne Plaza</td>
<td>$129</td>
</tr>
<tr>
<td>2</td>
<td>Drury Inn &amp; Suites</td>
<td>$149</td>
</tr>
<tr>
<td>3</td>
<td>Drury Plaza</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td>Hampton Inn</td>
<td>$139</td>
</tr>
<tr>
<td></td>
<td>Hilton Downtown</td>
<td>$129</td>
</tr>
<tr>
<td></td>
<td>Hilton Ballpark</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td>Hyatt Regency</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td>Renaissance Grand</td>
<td>$170</td>
</tr>
<tr>
<td></td>
<td>Ramada Plaza</td>
<td>$119</td>
</tr>
</tbody>
</table>

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Grand Tower – Mezzanine Level

Mezzanine Foyer

Portland  Benton

Overlook down into Statler Room

Open to Lobby Below

Board Room

Mezzanine Foyer

Restrooms

Service

Guest Elevators

Offices

Offices

63rd ASMS Conference, St. Louis, MO, May 31 - June 4, 2015
Renaissance Hotel – Corporate Hospitality Suites