



70<sup>TH</sup> CONFERENCE

# *Minneapolis* 2022

CORPORATE MEMBER PROSPECTUS 2022

**June 5 - 9, 2022**

Minneapolis, Minnesota

**Short Courses June 4 - 5**

Minneapolis  
Convention Center

**#ASMS2022**



## WELCOME TO MINNEAPOLIS

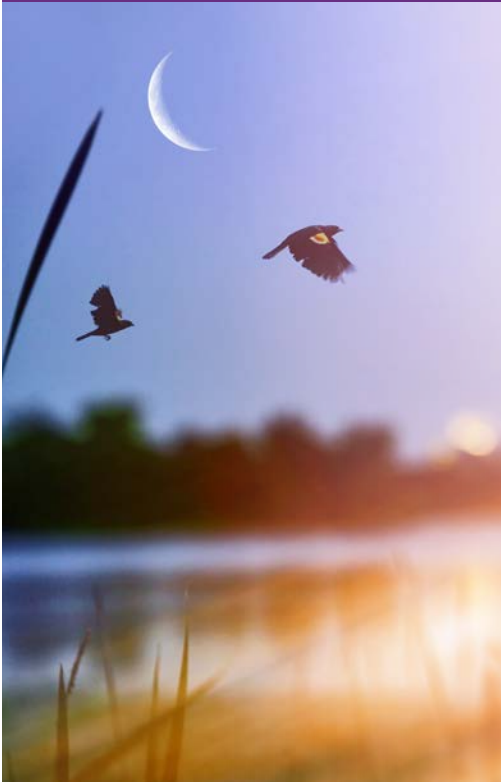
The 70th ASMS Conference will be June 5 - 9, 2022 at the Minneapolis Convention Center. The participation of the ASMS Corporate Members is an integral part of the conference. We welcome support from past Corporate Members as well as the involvement of new members for one of the most dynamic scientific 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 700 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, followed by the opening session and plenary lecture. The Opening Reception will be 7:45 – 9:30 pm in the poster-exhibit hall following the opening plenary lecture. Monday through Thursday will be full program days of concurrent oral sessions, poster sessions, and workshops – all conducted in the Minneapolis Convention Center.

**POSTER-EXHIBIT HALL.** The poster-exhibit hall is a primary hub for conference activities featuring the technical posters as well as exhibit booths, corporate posters, informatics hub, and concessions/lunch cafe. The Sunday welcome reception and daily coffee breaks are also here. Technical poster sessions are 10:30 am - 2:30 pm Monday - Thursday. Poster pick-me-up snacks will be served each day at 1:30 pm.

**CLOSING EVENT.** The conference will conclude with a closing event at the Minneapolis Convention Center. All attendees and exhibitors are encouraged to attend. Tickets are required and may be purchased with online conference registration. If you are using one of your company's full registration or exhibits-only badges, you may purchase your closing event ticket online after you receive your registration receipt.

## DON'T MISS THESE 2022 HIGHLIGHTS



Promotional gifts may be offered to attendees 10:30 am - 2:30 pm Monday - Thursday during the full poster session. See 'Corporate Member Policies' section for details.

**Floor Plans for Booths and Suites**  
Look for these online in the Exhibitor Toolkit.

**Return of Hospitality Suites**  
With the return of hospitality suites, dinner seminars will no longer be offered.



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

### CORPORATE MEMBER BENEFITS

- Listing on the Corporate Members/Exhibitors page of the ASMS website, with hyperlink to the Corporate Member website.
- Free job postings in the online Career Center.
- Ability to distribute literature at their booth or corporate poster.
- Host a hospitality suite or exhibit booth.
- Host a breakfast seminar.
- Present a news conference for press and financial analysts, if required by company guidelines (e.g. publicly held companies.)
- Sponsorship opportunities for the three smaller, focused topic ASMS meetings (Asilomar Conference, Fall Workshop and Sanibel Conference.)

**HEALTH AND SAFETY.** Please be aware that as the pandemic continues, it may be necessary to implement health and safety measures similar to those at the 2021 ASMS Conference. It is recommended that you review the cancellation policy before completing and submitting your order form.

**CANCELLATION POLICY.** Cancellation of exhibit booth, hospitality suite, publisher's library tabletop, sponsorships or corporate poster on or before April 1, 2022: Corporate Member will be subject to a fee equal to 50% of the cost of booth, suite, tabletop, sponsorship or poster. Corporate Member dues are non-refundable. Cancellation after April 1, 2022: No refunds.

We hope you will join us at the 70th ASMS Conference. Please contact Miquela at (505) 989-4517 or [miquela@asms.org](mailto:miquela@asms.org) with questions regarding this prospectus or your company's involvement. We look forward to seeing you in Minneapolis!

*Miquela Sena*  
ASMS Corporate Member Activities





## EXHIBITOR OPPORTUNITIES

### **\$650 – 2022 ASMS Corporate Membership (required)**

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 Corporate Poster area, or hosting a hospitality suite. Additional Corporate Member benefits listed on page 3. Please note: The Corporate Membership does not include any individual memberships or individual membership benefits such as journal subscription or reduced conference registration fees.

### **\$2,350 – Exhibit Booth, *limit one booth per parent or holding company***

Exhibit booths are located in the same hall as the Sunday welcome reception, technical posters and refreshment breaks (Mon - Thurs). All booths are the same size (10'x10').

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.

A secondary booth per parent or holding company is available according to the Corporate Member Policies in this prospectus.

### **\$200 – Corporate Poster, *available only for Corporate Members who do NOT have an exhibit booth***

Poster boards will be located in the Corporate Poster area of the poster-exhibit hall. Abstract submission is not required. An official ASMS conference registration is required for admittance to the hall. No conference registration is included with a Corporate 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 for poster session times as well as set-up and tear down times.

### **\$500 – Tabletop in the Publisher's Library**

Tabletops are restricted to publishers. One 6-ft table 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. **Please note: No items may be placed on the floor around your table, including banner stands.** 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 for set-up and tear-down times. This area is public and no security is provided.

### **\$ price varies – Hospitality Suite**

Corporate Members may reserve a hospitality suite. Hospitality suites are located in the Hilton Minneapolis. Suites may be reserved for one, two, or three nights and must be open to all attendees for at least 3 hours each evening starting at 8:00 pm. Suites may be shared by active Corporate Members.



## SPONSORSHIP PACKAGES FOR 2022

The following sponsorship packages are available to Corporate Members. If you would like to explore a customized sponsorship for your company, please contact Miquela at [miquela@asms.org](mailto:miquela@asms.org).

### **\$16,000 – Mobile App & Internet Station Sponsor** (limit of one sponsor)

*Corporate Member receives:*

- Full screen advertisement on conference mobile app which displays each time mobile app is opened.
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Three internet station units branded with sponsor logo.
- Two banner ads in the conference mobile app and online planner.
- Four meter boards advertisements. Meter boards are free standing signs measuring 36" x 87". Meter boards will include ASMS conference header and footer artwork.
- Recognition of sponsor's support (with logo) on poster-exhibit hall entrance unit and in the program booklet.

### **\$10,000 – Opening Reception** (limit of one sponsor) The reception is attended by 3,500-4,000 guests.

*Corporate Member receives:*

- 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 sponsor's support (with logo) on the poster-exhibit hall entrance unit and in the program booklet.
- One banner ad in the conference mobile app and online planner.
- Two meter boards advertisements. Meter boards are free standing signs measuring 36" x 87". Meter boards will include ASMS conference header and footer artwork.
- Sponsor recognition signage at the reception, featuring sponsor logo.

### **\$8,000 – Closing Event Sponsor** (limit of two sponsors). The event is attended by approximately 1,500 guests. Location is the Minneapolis Convention Center.

*Corporate Member 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 banner ad in the conference mobile app and online planner.
- One meter board advertisements. Meter boards are free standing signs measuring 36" x 87". Meter boards will include ASMS conference header and footer artwork.
- Recognition of sponsor's support (with logo) on poster-exhibit hall entrance unit and in the program booklet.
- Sponsor recognition signage at the reception, featuring sponsor logo.



## MORE SPONSORSHIP OPPORTUNITIES

### \$5,000 – Conference Sponsor

*Corporate Member receives:*

- One meter board advertisement. Meter boards are free standing signs measuring 36” x 87”. Meter boards will include ASMS conference header and footer artwork.
- 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 sponsor’s support (with logo) on the poster-exhibit hall entrance unit and in the program booklet.

### \$1,000 - Contributors

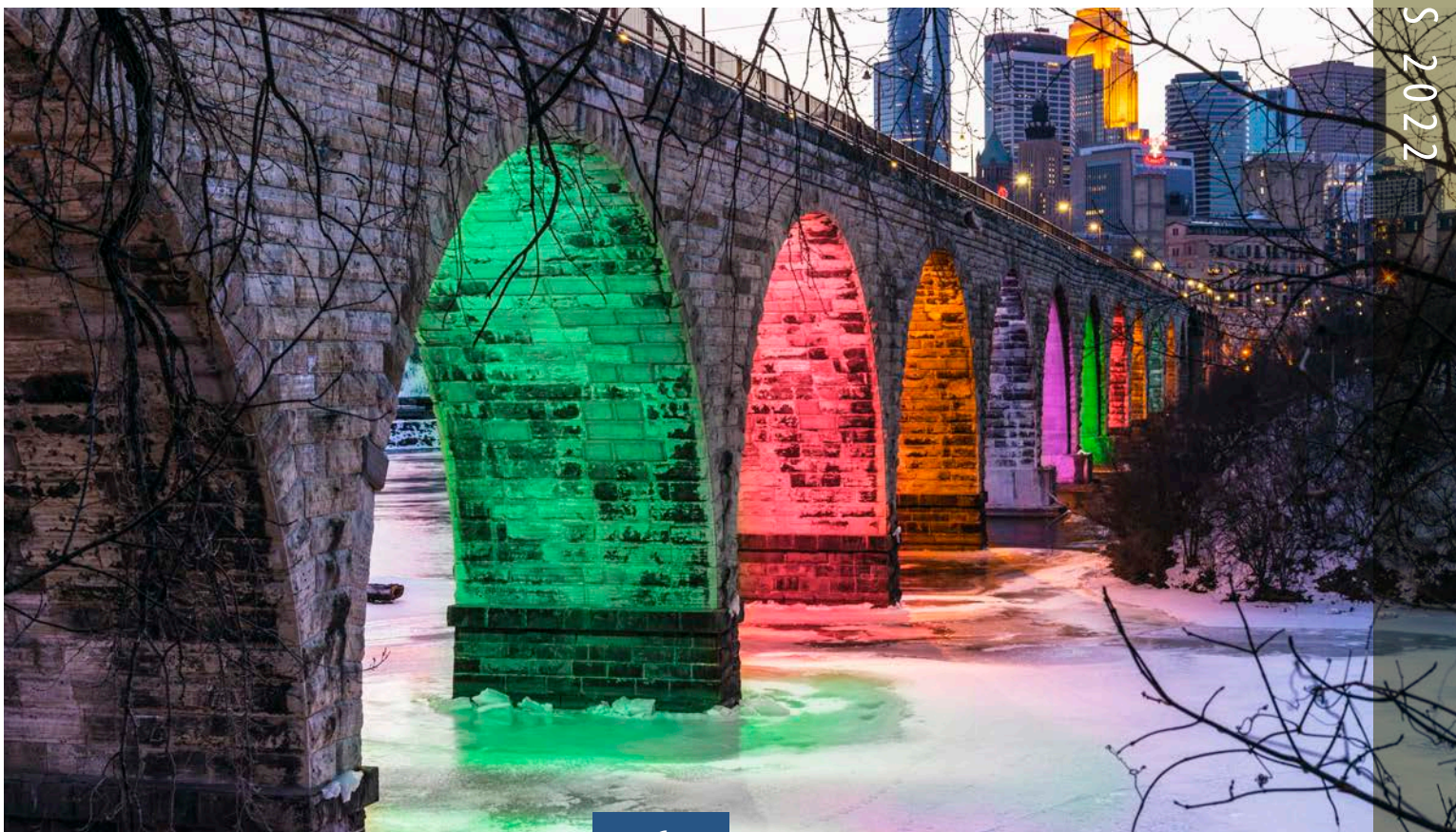
*Corporate Member receives:*

- Recognition of sponsor’s support (with logo) on the poster-exhibit hall entrance unit and in the program booklet.

### Special Hotel Sponsorship 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. Sponsor will be responsible for all charges for printing and distribution of key cards.

*The following hotels are available for key card sponsorship: Hilton Minneapolis, \$7,100 (710 rooms); Hyatt Regency, \$4,900 (490 rooms); Marriott City Center, \$3,500 (350 rooms).*





## ABOUT HOSPITALITY SUITES

Have you thought about reserving a Hospitality Suite but did not know if it would be a good fit? Suites may be shared by multiple active Corporate Members, and do not have to be of the same parent company.

### ONE-NIGHT OR TWO-NIGHT SUITE RENTAL

One- and two-night suite rental is available with the following pricing and schedule for move in/move out. Monday night rentals are 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.

### BACK-TO-BASICS

Hospitality Suites continue to follow a “back-to-basics” theme. What does this mean? The ongoing policy means that we want to encourage and foster actual conversations and learning in the hospitality suites rather than a nightclub with dim lighting. This doesn’t mean that all “fun” needs to go away.

### HOSPITALITY SUITES MYTH VS. REALITY

Suites are required to be open to all attendees for at least three hours in the evening (from 8:00 pm), but it is NOT required to have food & drink on offer. You simply need to be in your suite space and “open”. It can be intimidating to think about hosting a bar or providing food for a lot of people. If your company decides to offer some catering you can think outside the box...

Why not offer ice cream bars or a make-your-own ice cream sundae? Or consider offering Coffee & Cookies or Cordials? You can come up with a theme that is easy on your budget, but still unique.

### ACTIVITIES TO DRIVE FOOT TRAFFIC TO YOUR SUITE

It is permissible to give away swag in your suite. You could offer a company-branded t-shirt to attendees that complete a questionnaire or quiz. You could hire a cartoonist to draw pictures of attendees using your equipment or solving a problem that incorporates your technology. How about asking attendees to make their own art –a display wall could feature their creations. How about a group photo booth that features a green screen with your company logo and some fun Houston imagery? The photos could be displayed on a large monitor and shared by attendees and your staff using social media. What about a game of mini-golf or slot cars? The options are limited to your imagination. We encourage you to link any activity or game to your company specifics so that attendees are engaged in a way that promotes your brand and mass spectrometry-related offerings.





## HOSPITALITY SUITE REQUEST FORM

CORPORATE MEMBER: \_\_\_\_\_

- Yes, reserve a Hospitality Suite for my company as indicated below.
- Yes, we would like a suite for one or two days only. Please write-in your date preferences along with your preferred locations below.

### Hospitality Suites at the Hilton Minneapolis

Find an up-to-date Hospitality Suite floor plan online in the Exhibitor Toolkit.  
Please indicate three choices.

Choice	Suite	Sq. Feet	Ceiling Height	Cost*
Reserved for Large Company	Grand ABC**	8,378	20'	\$25,134
Reserved for Large Company	Grand D**	8,378	20'	\$25,134
Reserved for Large Company	Grand EFG**	8,024	20'	\$24,072
Reserved for Large Company	Symphony**	7,399	10' 6"	\$22,197
Reserved for Large Company	Marquette I, II, III, VIII, IX**	5,799	11'	\$17,397
Reserved for Large Company	Marquette IV-VII**	4,234	11'	\$12,702
Reserved for Large Company	Conrad BC & Foyer**	4,056	10' 4"	\$12,168
	Duluth	2,145	12'	\$6,435
	Rochester	1,785	11'	\$5,355
	Red Wing	1,040	10'	\$3,120
	Directors 1	676	10'	\$2,028
	Directors 2	624	10'	\$1,872
	Directors 3	624	10'	\$1,872
	Directors 4	624	10'	\$1,872
	Board Rm 1	624	10'	\$1,872
	Board Rm 2	676	10'	\$2,028
	Board Rm 3	676	10'	\$2,028

\*Cost listed is based on 3-night rental. \*\*Available for 3-night rental only. 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.

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.

**Send To:** ASMS Corporate Memberships  
Email: [miquela@asms.org](mailto:miquela@asms.org) or Fax: 505-989-1073





## BREAKFAST ROOM & STAFF ROOM REQUEST FORM

BREAKFAST/STAFF ROOM REQUEST FORM

CORPORATE MEMBER: \_\_\_\_\_

**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 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. Breakfast programs in the convention center will be advertised in the conference program unless otherwise requested.

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 fees below (includes screen, LCD projector, and one wireless lavalier microphone.) Companies will be responsible for order and payment of any additional AV equipment as well as any desired catering.

**Yes**, reserve a Breakfast Room at the convention center for my company. My date selection(s) and room sizes are indicated below.

**Monday, June 6**, program to conclude by 8:15 am. *Select room size below.*

- \$2,500 - Monday Small room for 40-50 pp set classroom-style (tables & chairs)
- \$3,500 - Monday Large room for 100 pp set classroom-style (tables & chairs)

**Tuesday, June 7**, program to conclude by 8:15 am. *Select room size below.*

- \$2,500 - Tuesday Small room for 40-50 pp set classroom-style (tables & chairs)
- \$3,500 - Tuesday Large room for 100 pp set classroom-style (tables & chairs)

**Wednesday, June 8**, program to conclude by 8:15 am. *Select room size below.*

- \$2,500 - Wednesday Small room for 40-50 pp set classroom-style (tables & chairs)
- \$3,500 - Wednesday Large room for 100 pp set classroom-style (tables & chairs)

**Thursday, June 9**, program to conclude by 8:15 am. *Select room size below.*

- \$2,500 - Thursday Small room for 40-50 pp set classroom-style (tables & chairs)
- \$3,500 - Thursday Large room for 100 pp set classroom-style (tables & chairs)

**STAFF ROOMS.** A limited number of rooms may be available at the Hilton Minneapolis (beginning at 9:00 am Sunday, June 5). 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 Hilton Minneapolis

Please do NOT include payment for Breakfast or Staff Rooms. You will be invoiced for space assigned to your company by February 15.

**Send To:** ASMS Corporate Memberships  
Email: [miquela@asms.org](mailto:miquela@asms.org) or Fax: 505-989-1073



## HOTEL ROOM BLOCK REQUEST FORM

Exhibiting companies are required to book rooms within the ASMS hotel blocks. **Companies requiring LESS than 50 rooms per night** should book their guest rooms individually online through the ASMS website when the online housing bureau opens in January.

**Room Blocks of 50 or more rooms per night.** Companies wishing to block 50 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, 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.

**Please complete the form below ONLY if you require 50 rooms or more per night.**

CORPORATE MEMBER: \_\_\_\_\_

**Indicate number of rooms needed each night**-if you need less than 50 rooms per night, please book through the ASMS website:

Fri, June 3*	Sat, June 4	Sun, June 5	Mon, June 6	Tues, June 7	Wed, June 8	Thurs, June 9
*Most companies do NOT require rooms on Friday unless conducting a user's meeting on Saturday.						

**Preferred hotel(s)**, please indicate preferences below.

Preference Order	Hotel	Rate
	Hilton Minneapolis	\$209
	Hyatt Regency	\$209
	Marriott City Center	\$199

**Send To:** ASMS Corporate Memberships  
Email: [miquela@asms.org](mailto:miquela@asms.org) or Fax: 505-989-1073





## CORPORATE MEMBER ORDER FORM

**Deadline: January 31, 2022**

Please provide complete information. Company name and website URL will be used on [asms.org](http://asms.org) for Corporate Member listing.

Parent or Holding Company Name (required field):	Contact Name:
Company Name (as it will appear in all conference materials):	Contact Email:
Company Street Address:	City, State, Postal Code, Country (if outside US):
Company Telephone:	Corporate Member Website:

Enter Amount for Selected Items

<p><b>EXHIBIT BOOTH: \$2,350</b>, 10 ft wide X 10 ft deep Each booth includes one complimentary full conference registration and two exhibits-only registrations. Find the latest exhibit booth floor plan online in the Exhibitor Toolkit.</p> <p>Booth Number Preferences: 1st _____ 2nd _____ 3rd _____</p> <p>Please indicate competitor(s) that you wish not to be adjacent to: _____</p> <p>Corner booth location preferred even if it is distant from my booth preferences? Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Important</p> <p>Booth space is reserved as paid orders are received. ASMS will make every effort to accommodate preferences and requests but cannot guarantee location.</p>	\$ _____
<b>CORPORATE POSTER: \$200, available only to Corporate Members who do NOT have an exhibit booth</b>	\$ _____
<b>PUBLISHER'S LIBRARY TABLETOP: \$500</b>	\$ _____
<p><b>CONFERENCE SPONSORSHIPS</b></p> <p><input type="checkbox"/> Mobile App &amp; Internet Stations, \$16,000</p> <p><input type="checkbox"/> Opening Reception, \$10,000</p> <p><input type="checkbox"/> Closing Event, \$8,000</p> <p><input type="checkbox"/> Conference Sponsor, \$5,000</p> <p><input type="checkbox"/> Contributor, \$1,000</p>	\$ _____
<p><b>ADDITIONAL SPONSORSHIP OPPORTUNITIES</b></p> <p><b>Hotel Key Cards</b></p> <p><input type="checkbox"/> Hilton Minneapolis, \$7,100</p> <p><input type="checkbox"/> Hyatt Regency, \$4,900</p> <p><input type="checkbox"/> Marriott City Center, \$3,500</p>	\$ _____

Please continue to next page to include Corporate Member Dues and indicate payment method and details.



## CORPORATE MEMBER ORDER FORM (CONTINUED)

COMPANY NAME: \_\_\_\_\_

Amount due for item(s) selected on previous page: \$ \_\_\_\_\_

*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).

Credit Card Number:	
Expiration Date (MM/YYYY):	Security Code (3-4 digits):
Cardholder Name (as appears on card):	
Billing Address:	Billing City, State / Region:
Billing Zip/Postal Code:	Billing Country (if outside of U.S.):

**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)  
[miquela@asms.org](mailto:miquela@asms.org) - Fax: 505-989-1073

*Faxed or emailed forms must include credit card payment.*

**Deadline: January 31, 2022**

**A confirmation will be sent to your company's contact email address within 3 business days. If you do not receive a confirmation, please contact the ASMS office.**

CANCELLATION POLICY. Cancellation of exhibit booth, hospitality suite, publisher's library tabletop, sponsorships or corporate poster on or before April 1, 2022: Corporate Member will be subject to a fee equal to 50% of the cost of booth, suite, tabletop, sponsorship or poster. Corporate Member dues are non-refundable. Cancellation after April 1, 2022: No refunds.

CORPORATE MEMBER ORDER FORM (CONTINUED)



## CORPORATE MEMBER POLICIES

1. Corporate hospitality suites and events during the conference week (defined as 5:00 pm, Sunday, June 5 through 9:00 pm, Thursday, June 9) may be held only at the Minneapolis Convention Center and Hilton Minneapolis 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 5 through 9:00 pm, Thursday, June 9). 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 5, 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.

	Hilton Minneapolis
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 8:00 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.

MOVE-IN AND TEAR-DOWN. Move-in begins 8:00 am, Sunday, June 5. Move-out must be complete by 12:00 pm, Thursday, June 9.

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 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.

## CORPORATE MEMBER POLICIES (continued)

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. **UPDATED! 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 March 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 MUST be non-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.

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, June 4 and 8:00 am - 3:00 pm on Sunday, June 5 (during exhibit booth move-in).
  - Tear-down is 2:30 - 10:00 pm on Thursday, June 9.



## CORPORATE MEMBER POLICIES (continued)

6. PUBLISHER'S LIBRARY TABLETOPS. Tabletops are restricted to publishers. One 6-ft table 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. **Please note: No items may be placed on the floor around your table, including banner stands.** 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, June 5. Tear-down is 3:30 - 10:00 pm on Thursday, June 9.

7. 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.

8. 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.



Houston Museum of Natural Science



## CORPORATE MEMBER POLICIES (continued)

- 9. 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 5. 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.).
- 10. 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](http://www.asms.org).
- 11. HEALTH AND SAFETY. Please be aware that as the pandemic continues, it may be necessary to implement health and safety measures similar to those at the 2021 ASMS Conference. It is recommended that you review the cancellation policy before completing and submitting your order form.
- 12. CANCELLATION POLICY. Cancellation of exhibit booth, hospitality suite, publisher’s library tabletop, sponsorships or corporate poster on or before April 1, 2022: 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, 2022: No refunds.
- 13. 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.

**The Corporate Member must comply with these Corporate Member Policies AND the 2022 Space Agreement Terms and Conditions (<https://www.asms.org/conferences/annual-conference/exhibitors/exhibitor-toolkit>), both of which are conclusively deemed to have been received, reviewed, and agreed to on behalf of the Corporate Member by the undersigned’s execution of this Agreement.**

Corporate Member Name:	Name of Company Representative:
Signature of Company Representative:	Date:

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