



# American Society for Mass Spectrometry

## Hospitality Suite Handbook

This handbook was created to help you and your team quickly locate hospitality suite guidelines so that your arrangements are in compliance with the ASMS Corporate Member Policies. Look for the full Corporate Member Policies document online at the [ASMS Exhibitor Toolkit](#).

Hospitality suites will not be allowed to have a nightclub/party-type atmosphere. The original intent of the hospitality suites was to provide a relaxed atmosphere where conferees could interact with industry. To provide a place where meaningful conversations could take place regarding the latest technology in products and services and conferees could enjoy some refreshments.

### HOURS

Required Hours: Suites must open at 8 pm for a minimum of 3 hours. Suites may stay open longer if desired. ASMS has updated its conference policies for attendees to include conference name badges being required for hospitality suites.

### DAYTIME USE

Suites may be used during the daytime hours of 8:15 am – 7:00 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. Group meetings larger than 25 persons will be allowed 7:00-8:00 pm.

<b>Allowed</b>	<b>Not Allowed</b>
Breakfast programs. Must conclude by 8:15 am	<i>Lunch programs</i>
One-on-one customer meetings, by appointment only	<i>Presentations or seminars</i>
Small groups meetings (up to 25 persons), by appointment only	<i>Open to general public, 8:15 am - 7 pm</i>
Group meetings larger than 25 persons from 7:00 - 8:00 pm	
One door may be kept open	

### SIGNAGE

The only item that may be placed 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.

<b>Allowed</b>	<b>Not Allowed</b>
One standard size placard on an easel	<i>Signage in any other part of the hotel</i>
<b>OR</b>	<i>Entrance units</i>
One Banner Stand	

## DÉCOR

Adequate lighting must be provided. Suites with very low lighting will be asked to add more light to the room. Themed suites are permissible.

<b>Allowed</b>	<b>Not Allowed</b>
Ceiling, wall and floor treatments	<i>Entrance units outside suite</i>
Video walls or large projection screens (for marketing material only)	<i>Registration desk outside suite</i>
Themes pertaining to conference city, local activities or other themes	<i>Strobe lighting</i>
	<i>Dance floor</i>

## MUSIC AND NOISE LEVEL

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.

<b>Allowed</b>	<b>Not Allowed</b>
Soft background music	<i>Loud music</i>
	<i>DJs</i>
	<i>Live Bands</i>
	<i>Any activity that encourages shouting, yelling or loud cheering</i>

## CONTESTS, GAMES AND OTHER ACTIVITIES

<b>Allowed</b>	<b>Not Allowed</b>
Interactive games	<i>Games or contests that generate shouting, yelling or loud cheering</i>
Caricaturists	
Photo booths or similar	
Raffles	

## MISCELLANEOUS

- 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.
- Giveaways are allowed in hospitality suites. For example, t-shirts, hats, drinking glasses, gadgets, specialty items, etc. are permissible to give away in suites.

**PLEASE NOTE:** ASMS reserves the right to limit, restrict or remove anything which, for any reason, may be considered to be in non-compliance with ASMS Corporate Member Policies.