



**AONL Annual Conference: Meeting/Function Space Request Form**

Questions and completed form can be directed to [aonlannualconference@aha.org](mailto:aonlannualconference@aha.org).

**ELIGIBILITY:** Organizations wishing to hold meetings/functions in conjunction with the Annual Conference must submit this form to obtain AONL approval. Space requests will be considered for the purpose of social events and small committee meetings only. Presentations of products or services to customers or potential customers are not allowed in this venue. Events that are educational in nature may qualify as a sponsorship opportunity, which require a fee and separate application. If your meeting is educational in nature or will offer CNE, please contact us at [aonlannualconference@aha.org](mailto:aonlannualconference@aha.org).

**MEETING/EVENT SPACE RELEASE:** The meeting/event approval process can take up to 7 business days from the submission date. Once your meeting/event has been approved, you will receive an email confirmation from AONL and your request will be forwarded to the venue of your choice. The venue will contact you directly to discuss space availability and requirements.

**MEETING/EVENT FEES:** All costs associated with the approved meeting/event are the responsibility of the organization hosting the event. The host organization is responsible for any charges for meeting space, catering, audio visual equipment, etc. AONL is not responsible for payment of any services connected with the event.

**MEETING/EVENT MARKETING:** Marketing efforts associated with the function shall include the following messaging: "Not an official event of AONL 2020 annual meeting. Not sponsored or endorsed by AONL." Promotion is not permitted in/around the convention center, in the headquarter facilities, or through "room drops." Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature.

AONL's pre-conference attendee mailing list costs \$300 for exhibitors and \$1,250 for non-exhibitors. The pre-list is available after January 15, 2020 and is for a one-time use only. Details can be found at [www.aonl.org/annual-conference](http://www.aonl.org/annual-conference).

**Organization:**  
**Contact Name:**

**Contact Email Address:**  
**Contact Cell Phone:**

**EVENT TIME REQUEST:** Per AONL policy, affiliate events cannot be held in direct competition with any AONL-sponsored educational and social event offerings. Review the dates and **indicate the exact time/date** you would like your function to take place. Functions or transportation to and from functions may only be held during the following times:

Wednesday, March 18	Thursday, March 19	Friday, March 20	Saturday, March 21
<ul style="list-style-type: none"> <li>o 12:00 – 1:30 p.m.</li> <li>o After 6:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>o 7:00 – 8:00 a.m.</li> <li>o After 8:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>o After 7:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>o 7:00 – 8:00 a.m.</li> </ul>
Exact time request:	Exact time request:	Exact time request:	Exact time request:

**Note: Requests that are in direct competition with an AONL 2020 session or event will be returned without assignment.**

**EVENT VENUE PREFERENCE:** Indicate the venue preference for the event by selecting at least one of the following:

- Hilton Nashville
- Renaissance Nashville Hotel
- Sheraton Grand Downtown
- Omni Nashville
- The Westin Nashville
- Music City Center
- OTHER:

**EVENT DESCRIPTION:** In the space below please provide an overview of the event including: the event description, target audience and anticipated number of guests.

**AUTHORIZATION:** I am an authorized representative of the company named on this request form. By signing this request, the organization agrees to abide by all guidelines and pay the processing fee in full at the time of the contract.

**Digital signature:**

**Email completed forms to [aonlannualconference@aha.org](mailto:aonlannualconference@aha.org) no later than February 28.**  
AONL cannot guarantee space for an affiliate event regardless of the time the form is submitted.