



**AAO-HNSF 2021**  
**ANNUAL MEETING & OTO EXPERIENCE**  
LOS ANGELES, CALIFORNIA | OCTOBER 3 - 6  
WE ARE ONE TWENTY-FIVE

# OTO EXPERIENCE MEETING SUITE REQUEST FORM

**The Submission Deadline is August 27, 2021**

*Submitters will be notified within 2 weeks of approval and placement.*

## OTO EXPERIENCE MEETING SUITES GUIDELINES

Once again this year take advantage of the opportunity to conduct private meetings right on the show floor of the OTO Experience. Our pre-set Meeting Suites are located on the OTO Experience Floor, conveniently placed to keep attendees in the hall longer.

These modular meeting rooms are constructed in the expo hall, keeping you close to the action but providing you with a more secluded locale to conduct meetings and close deals. Meeting Suites are configured as detailed below and are limited in number so we advise to book yours now!

### 10' x 10' OTO Experience Meeting Suite package includes:

- 8' High Bematrix Room with locking door
- Standard Carpeting
- Conference Table
- 4 Side Chairs
- Identification Sign

**PRICE: \$9,500**

### 10' x 20' OTO Experience Meeting Suite package includes:

- 8' High Bematrix Room with locking door
- Standard Carpeting
- Conference Table
- 6 Side Chairs
- Identification Sign

**PRICE: \$12,500**

### 20' x 20' OTO Experience Meeting Suite package includes:

- 8' High Bematrix Room with locking door
- Standard Carpeting
- Conference Table
- 12 Side Chairs
- Identification Sign

**PRICE: \$18,000**

Meetings Suites are **ONLY** available Sunday, 9:30 am - 5:00 pm; Monday, 9:30 am - 5:00 pm; and Tuesday, 9:30 am - 3:30 pm.



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It is the exhibitor group's responsibility to distribute copies of this information to the appropriate company personnel and/or agents, representatives or contractors involved in planning activities for the AAO-HNSF Annual Meeting & OTO Experience. The exhibitor groups requesting space are responsible for the actions of their employees and/or agents and will be expected to follow all rules and guidelines outlined below.

- Meeting Suites and actions held therein are subject to the Exhibitor Rules and Regulations. To review, go to: [www.otoexperience.org/rules-regulations](http://www.otoexperience.org/rules-regulations)
- All requests for meeting space must go through the AAO-HNSF Meetings Department. Only current exhibiting companies are allowed to purchase a Meeting Suite.
- Type of Function(s) Not Allowed:
  - Educational Programs
  - Focus Groups
  - Hands-on Training for Large Groups
  - Product Demonstrations for Large Groups
- Exhibitor groups are allowed to conduct functions during AAO-HNSF or OTO Experience show hours. Attendee access before or during show hours needs to receive prior approval by Show Management. Access to these suites will be granted one hour prior to posted show hours:

October 3	9:30 am - 5:00 pm
October 4	9:30 am - 5:00 pm
October 5	9:30 am - 3:30 pm
- Applicability, Interpretation and Governing Law. The OTO Experience Meeting Suite Guidelines ("Rules") are part of the OTO Experience Meeting Suites Application between the exhibitor and AAO-HNSF Management. AAO-HNSF Management shall have authority to interpret and enforce these Rules. All matters not covered by these Rules are subject to review by AAO-HNSF Management.
- Standard setup for each suite includes:
  - 8' High Bematrix Room with locking door
  - Standard Carpeting
  - Conference Table
  - Side Chairs
  - Identification Sign
- Exhibitors are responsible for all additional furnishings outside the standard room setup, electrical and telecommunication requirements. Hospitality events along with food and non-alcoholic beverages may be served. All food and beverage must be ordered through the Convention Center exclusive food and beverage vendor, Levy.
- Any and all charges for service levied by the convention center, or other entities are the responsibility of the function sponsor. AAO-HNSF is not responsible for payment for any services connected with the event. AAO-HNSF has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.
- Once submitted, the AAO-HNSF will review the application. If approved, function space will be assigned on a first-come, first-served basis. Once space is assigned, a confirmation will be sent with the contact listed on the application to finalize arrangements.
- In order to have the function published in the meeting program, **all applications and required documentation must be submitted by August 27, 2021**. An email notification will be sent to verify receipt of your completed application.
- Submitters will be notified **within 2 weeks** of approval and placement.
- AAO-HNSF reserves the right to accept, reject, or condition acceptance, based on AAO-HNSF's sole discretion, for any reason, which need not be disclosed to the applicant. All outstanding obligations to AAO-HNSF by the submitter, including payment of all debts, must be fulfilled.
- The submitter shall protect, indemnify, hold harmless, and defend AAO-HNSF, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AAO-HNSF, its officers, directors, agents or employees.
- AAO-HNSF has the full authority to interpret or amend rules at its sole discretion. All decisions will be final. Exhibitors agree to abide by any rules and regulations that may hereafter be adopted. All matters or questions not covered by the above rules and regulations are subject to the discretion of AAO-HNSF. These rules and regulations may be amended at any time by AAO-HNSF, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by AAO-HNSF to such parties.
- Application Fee - Administrative fees are non-refundable. It is required to pay application fee upon submitting the request form. Any form without payment information will not be considered for approval.



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Please return completed form to [mingram@entnet.org](mailto:mingram@entnet.org).

## GENERAL INFORMATION

Exhibiting Company:

Official Contact:

Address:

City: State/Province: Postal Code: Country:

Telephone: Fax:

Email Address:

## MEETING SUITE INFORMATION

Purpose of Meeting Suite:

Preferred Meeting Suite Size:

Preferred Meeting Suite Location:

## PAYMENT/APPLICATION FEE & AGREEMENT

Any and all charges for services levied by the Convention Center and General Service Contractor are the responsibility of the Exhibitor. AAO-HNSF is not responsible for payment for any services connected with the above event. AAO-HNSF has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue. Exhibitor must abide by all Rules and Regulations set in the Exhibit Space Application. It is required to pay rental fee upon submitting form. Any form without payment information will not be officially approved.

### APPLICATION FEE:

#### CHECK:

- ☐ Make checks payable to AAO-HNSF.

Attn: Exhibitor Meeting Suites  
Marc Ingram  
1650 Diagonal Rd  
Alexandria, VA 22314

### MEETING SUITE APPLICATION FEE

10' x 10'	\$9,500
10' x 20'	\$12,500
20' x 20'	\$18,000

#### CREDIT CARD:

- ☐ VISA ☐ MasterCard ☐ American Express

Name on the Credit Card:

Credit Card Number:

Expiration Date:

**APPLICATION AGREEMENT:** *This form will be returned if box is not checked.*

- ☐ I have read, understand, and agree to AAO-HNSF's OTO Experience Meeting Suite Guidelines.

For additional information, contact Marc Ingram, Corporate Development Manager, at [mingram@entnet.org](mailto:mingram@entnet.org) or 703-535-3778.