

Executive Suite Information

2020 AO Annual Meeting

Seattle, WA • Exhibition Dates: March 19-21, 2020

The Executive Suite

AO offers private rooms in the Exhibit Hall at our 2020 Annual Meeting, March 19-21, 2020. Take advantage of this opportunity to secure meeting space at the Washington State Convention Center.

Why secure an Executive Suite at the AO Annual Meeting?

- Client Meetings
- Sales Meetings
- Recruitment
- Relaxation room for staff
- Hospitality suites
- Training sessions
- Private demonstrations
- Convenience

For any questions, contact Jean Foellmer, Director of Exhibits, at (847) 725-2278 or jeanfoellmer@osseo.org. Space location will be assigned by AO.

EXECUTIVE SUITE – 10' x 20'

\$8,000

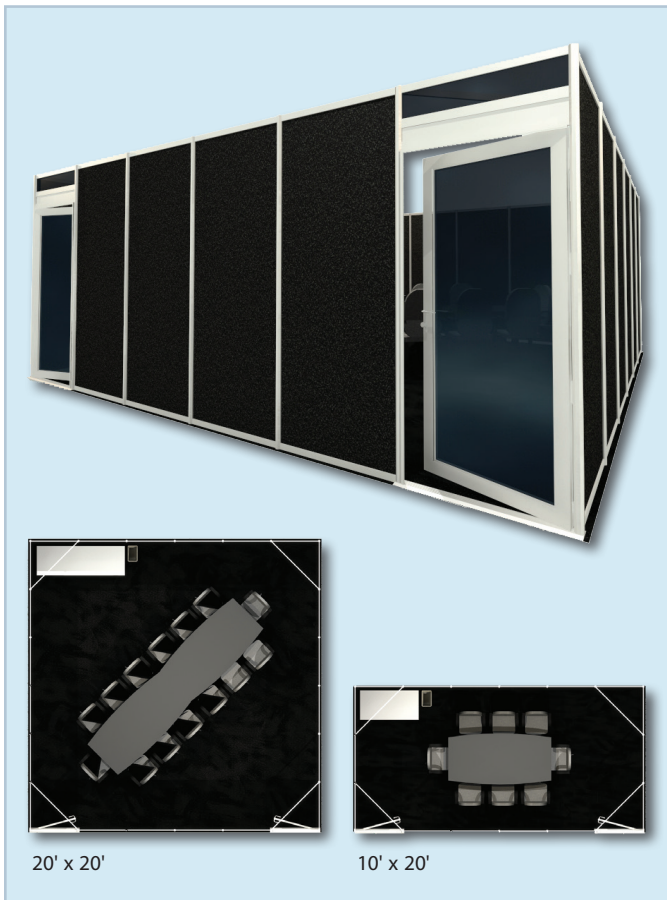
- Meeting room structure with locking door
- Carpet and pad
- Conference table
- 8 conference chairs
- 500 watt electrical outlet
- Waste basket
- Cleaning for 3 days

EXECUTIVE SUITE – 20' x 20'

\$16,000

- Meeting room structure with locking door
- Carpet and pad
- Conference table
- 14 conference chairs
- 500 watt electrical outlet
- Waste basket
- Cleaning for 3 days

NOTE: AO does not provide logistical support for the Executive Suites apart from the items outlined above. Expenses incurred for additional services (i.e. catering, internet, phone, AV, etc.) are the responsibility of the sponsoring company and must be coordinated through the official show contractors.



Executive Suites Contract

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Seattle, WA • Exhibition Dates: March 19-21, 2020

Contact to Whom Correspondence Should be Sent

Company _____	
Contact Name _____	Title _____
Mailing Address _____	
City/State/Zip _____	
Phone _____	
Email _____	Website _____

Executive Suite Size	Total Cost – Exhibiting Company
10' x 20'	\$ 8,000
20' x 20'	\$16,000

POLICIES AND PROCEDURES

Executive Suites are assigned on a first come, first served basis. Companies using Executive Suites must adhere to all Rules and Regulations as set forth in the Exhibitor Prospectus and the convention center rules and regulations. Executive Suites may only be utilized during the published AO exhibit hours. Attendees and guests must be registered for AO to gain access to the exhibit hall.

PLEASE NOTE THAT THESE ROOMS ARE NOT COMPLETELY SECURE. One lockable door is included; however, rooms are not 100% secure. Do not leave prototype or valuables unattended. The security of your Executive Suite and your materials is your responsibility for the time allotted. You are responsible for supplying security guard service, if desired.

AO does not provide logistical support for the Executive Suites apart from the items outlined above. Expenses incurred for additional services or upgrades (i.e. security, equipment, electrical, food & beverage, phones/lines, audio-visual, etc.) are the responsibility of the sponsoring company and must be coordinated through the official show contractors.

CE opportunities are not allowed in the Executive Suites.

DEPOSIT/CANCELLATION

- 100% payment at time of contract
- Cancellations must be in writing on or before January 15, 2020 refund minus \$1,000.
- No refunds after January 15, 2020

Payment Information		
<input type="checkbox"/> Check	Check Number _____	OR Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Credit Card Number _____	Expiration Date _____	Security Code: _____
Name on the Card _____	Amount to Charge \$ _____	
Signature _____		

Return form to:

Jean Foellmer, Director of Exhibits
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Arlington Heights, IL 60005-4460
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