

AFFILIATE/SIDE MEETINGS RULES & REGULATIONS

MEETING DATES: 28 January – 1 February 2024
CONFERENCE FACILITY: Baltimore Convention Center
1 W Pratt St
Baltimore, MD 21201



The following rules are intended to enhance the general image of the meeting, insure a quality exhibit program for all exhibitors, promote attendance in technical sessions and prevent scheduling conflicts between official conference functions. These rules are included and acknowledged as part of this agreement.

Guidelines

Any meeting or event that involves AMS meeting attendees hosted by a company or organization, regardless of exhibiting status, is considered an affiliate event and must be approved by the AMS.

A. Scheduling of side meetings and/or training sessions: No off-property entertainment, meetings, and/or other activities aimed at the General Attendees (all conference attendees and exhibitors and their personnel) are allowed to be during the exhibit hours, technical sessions, business sessions, or any other AMS sponsored function without prior approval of AMS. AMS is aware that there is a full schedule of events; and will work with all applicants to achieve mutually beneficial schedules.

B. Hosting Receptions/Hospitality Suites:

The term "Hospitality Suites" shall include any announced or advertised, open room with readily available food, drink, and/or entertainment. Receptions and/or Hospitality Suites may not operate during the conference sessions and/or exhibits and may be scheduled to begin at the close of the Conference Sessions or Exhibit Hours (whichever end last). Food, drink and/ or entertainment must cease at 1:00 A.M., when Hospitality Suites are located in sleeping room areas. All are required to inform AMS, in writing, of any planned events including the time and location of the event. Hospitality Suites are not to be used in place of an Exhibit Booth.

C. Deadlines:

The deadline to submit a side meeting room request is 1 November, and AMS will provide you with a room assignment by 30 November. If applicable, you will receive an invoice in early December for the room fee(s). This invoice is due within 30 days. If the invoice is not paid within the 30 Days, AMS will confirm the space is still needed. If the space is not paid for by January 5, 2024 AMS will give the space to the next person on the waiting list.

D. Miscellaneous

The function organizer is responsible for all costs associated with the approved side meeting, including room rental, food/beverage, audio/visual equipment, music labor contracts, labor costs, etc. AMS is not responsible for payment of any services connected with the event. AMS has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

Please note: Hotels will not commit side meeting rooms or Hospitality Suites without prior approval by AMS.

All Hospitality Suite and/or Press Conference signs must be located in the exhibitor's booth and are not permitted in the lobbies of the Convention Center or the Headquarters Hotel Lobby.

Questions/Inquiries

Please contact AMS Senior Meetings Coordinator Jeiry Nin (jnin@ametsoc.org) for more information.