

**EXHIBITOR EVENT NOTIFICATION FORM**

April 13-15, Phoenix, AZ

**Deadline: March 14, 2016**

Email: expo@audiology.org // Fax: 703.666.9130

*When you furnish the following information, you provide the Academy with details on the economic impact of our event on a city. This allows us to negotiate discounted hotel rates, additional move-in and teardown days at no cost, and reduced costs on meeting and function space. This in turns keeps the price of exhibiting down.*

***Specific details on your event will not be disclosed.***

As you plan your events for 2016, note that you are contractually obligated to not plan any functions, meetings, or events involving more than 25 attendees/audiologists, which overlap with Academy functions during AudiologyNOW!2016. The following dates and times are Academy sanctioned hours. Exhibitors will be subject to the penalty as listed in the Enforcement of Rules.

**If you are not having an event, you do not need to submit this form.**

**Interested in Meeting space in either the convention center or hotel? Contact Carrie Dresser for more information. Email: cdresser@audiology.org**

**Non-Overlap Times:**

Academy sanctioned hours / Non-Overlap Times:

Wednesday, April 13 5:00pm – 7:30pm  
 Thursday, April 14 7:30am – 6:00pm  
 Friday, April 15 8:00am – 3:00pm  
 Saturday, April 16 8:30am – 12:00pm

Busing for exhibitor events may begin ½ hour prior to the end times listed above (i.e., busing can begin at 5:30pm on Thursday).

**ESTIMATED COST \$\_\_\_\_\_ .00**

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**EVENT TYPE**

☐ Reception  
☐ Party

☐ Dinner  
☐ Staff Meeting

☐ Private Customer Meeting  
☐ Attendee Networking

LOCATION \_\_\_\_\_

The Academy suggests sound levels at off-site events be no higher than 75dB (or provision of hearing protection).

EVENT DATE \_\_\_\_\_ EST NUMBER PARTICIPANTS \_\_\_\_\_ (if MORE than 25)

START TIME \_\_\_\_\_ am / pm END TIME \_\_\_\_\_ am / pm

