



ANCILLARY FUNCTION REQUEST FORM

9th World Congress for Hair Research
November 18-21, 2015
InterContinental Hotel Miami, Miami, FL, USA

Instructions: Please complete this form and return it to: NAHRS, 303 West State Street, Geneva, IL 60134, USA; or via fax: 1-630-262-1520; or via e-mail info@nahrs.org by **August 14, 2015**.

Questions? Please contact Jule Uddfolk, CMP, NAHRS Meetings & Exhibits Manager jule@mmsformetings.com.

POLICY ON WORLD CONGRESS ANCILLARY FUNCTIONS – PLEASE READ CAREFULLY:

The NAHRS approval, which may be granted or denied by the NAHRS at its sole discretion, is required for all exhibitor-sponsored ancillary functions. Requests for such activities must be submitted in writing via the Ancillary Function Request Form to the NAHRS Meetings & Exhibits Manager by August 14, 2015. The request must specify date, time, location, type of function and anticipated attendance. Ancillary functions will only be approved for times that are not in competition with the World Congress program, in the sole opinion of the NAHRS. The NAHRS is not holding meeting rooms at the InterContinental Hotel Miami for exhibitor use. The exhibiting company must secure their own meeting/function space, whether it be at the InterContinental Hotel Miami or elsewhere, and pay any and all required fees and costs directly. If it is determined that an unapproved ancillary function of any sort has taken place or is scheduled to take place, the NAHRS may deny the exhibitor space installation or access to the exhibit area, close or remove the exhibitor's exhibit space, prohibit the exhibitor's participation in future World Congresses, or take such actions as the NAHRS, in its sole discretion, deems appropriate.

The allowed ancillary timeslots below are not exclusive. There may be more than one exhibiting company hosting ancillary functions during any given time period.

The NAHRS will communicate approval or denial of all ancillary function requests by **September 1, 2015**.

INDICATE YOUR 1ST AND 2ND CHOICES FOR EXHIBITOR ANCILLARY FUNCTIONS:

___ Tuesday, November 17, 2015, 5:00PM-10:00PM specify your requested time: _____

___ Wednesday, November 18, 2015, 8:00AM-12:30PM specify your requested time: _____

___ Wednesday, November 18, 2015, 8:00PM-11:00PM specify your requested time: _____

___ Thursday, November 19, 2015, 7:00PM-10:00PM specify your requested time: _____

Today's Date: _____

Company Name: _____

Description of Ancillary Function: _____

Guests: _____ Planned Location: _____

Ancillary Function Contact Name: _____

E-mail: _____ Phone: _____

Return form to:
North American Hair Research Society
303 West State Street, Geneva, IL 60134, USA
Phone: 1-630-578-3991, Fax: 1-630-262-1520
info@nahrs.org

by August 14, 2015