



# ANCILLARY FUNCTION REQUEST FORM

International Society of Hair Restoration Surgery  
23<sup>rd</sup> Annual Scientific Meeting • September 9-13, 2015 • Hilton Chicago

**Instructions:** Please complete this form and return it to: ISHS, 303 West State Street, Geneva, IL 60134, USA; or via fax: 1-630-262-1520; or via e-mail [info@ishrs.org](mailto:info@ishrs.org) by **July 1, 2015**.

Questions? Please contact Jule Uddfolk, CMP, ISHS Meeting & Exhibits Manager, [juddfolk@ishrs.org](mailto:juddfolk@ishrs.org).

---

## **POLICY ON ISHS ANCILLARY FUNCTIONS – PLEASE READ CAREFULLY:**

The ISHS approval, which may be granted or denied by the ISHS at its sole discretion, is required for all ancillary functions. Requests for such activities must be submitted in writing via the Ancillary Function Request Form to the ISHS Meeting & Exhibits Manager by **July 1, 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 ISHS program, in the sole opinion of the ISHS. The ISHS is not holding meeting rooms at the Hilton Chicago for exhibitor use. The exhibiting company must secure their own meeting/function space, whether it be at the Hilton Chicago 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 ISHS 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 Annual Scientific Meetings, or take such actions as the ISHS, 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 ISHS will communicate approval or denial of all ancillary function requests by **July 8, 2015**.

## **INDICATE YOUR 1<sup>ST</sup> AND 2<sup>ND</sup> CHOICES FOR EXHIBITOR ANCILLARY FUNCTIONS:**

\_\_\_ Tuesday, September 8, 2015, 5:00PM-10:00PM                      specify your requested time: \_\_\_\_\_

\_\_\_ Thursday, September 10, 2015, 7:30PM-10:00PM                      specify your requested time: \_\_\_\_\_

\_\_\_ Friday, September 11, 2015, 8:30PM and after                      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:**  
International Society of Hair Restoration Surgery  
303 West State Street, Geneva, IL 60134, USA  
Fax: 1-630-262-1520; [info@ishrs.org](mailto:info@ishrs.org)  
by **July 1, 2015**