



**The Society
of Thoracic
Surgeons**

56th Annual Meeting & Exhibition
January 25–28, 2020
New Orleans, Louisiana
sts.org/annualmeeting

Exhibitor Staff Meeting Space Request Form

Deadline: January 3, 2020

Please complete **one application for each planned EXHIBITOR STAFF FUNCTION**. Send completed form(s) to Sarah O'Brien, Senior Manager, Meetings and Conventions, by fax at 312-202-5803 or by email at sobrien@sts.org. Applications must be received no later than Friday, January 3, 2020.

All exhibitor staff meeting space will be assigned by STS at the Hilton New Orleans Riverside. The Exhibitor named below will be responsible for all charges.

STS will communicate directly with the hotel to confirm the meeting space on your behalf. No date, time, or location changes will be accepted by the hotel unless authorized by STS; however, applicant may communicate directly with the hotel to change attendance estimates. Following application approval, applicant will work directly with the hotel on all logistics associated with the meeting (e.g., room setup, menus and guarantees, A/V needs, billing).

These events are for exhibiting company staff only. No meeting registrants are to be present at these functions.

Exhibitor: _____ Official Contact: _____

Address: _____ Telephone: _____

City: _____ State: _____ ZIP: _____ Email: _____

Staff Function Purpose: _____

Function Date: _____ Day of week: _____

Starting Time: _____ Ending Time: _____ Number of Employees Anticipated: _____

Function Type (please check one): Meeting _____ Breakfast _____ Lunch _____ Dinner _____ Reception _____

SETUP REQUIREMENTS:

Conference Style _____ U-Shaped _____ Hollow Square _____ School Room _____

Theater _____ Rounds _____ Cocktail Rounds _____ Elevated Stage _____

Standing Lectern _____ Head Table # people _____ A/V required _____ Attached Diagram _____

Other _____

By checking the box above, I warrant that I am authorized to act on behalf of the Exhibitor identified above and agree to abide by the specifications listed below.

Your name: _____

Title: _____

Date submitted: _____

SUBMISSION DEADLINE: JANUARY 3, 2020

FOR STS HEADQUARTERS USE ONLY: Approved: _____ Date: _____

Hotel Assigned: _____ Hotel Contact: _____

Telephone: _____ Fax: _____ Email: _____

Room Assignment: _____