

AMP 2018 Affiliate Rules and Guidelines

The 8th Annual Amputation Prevention Symposium (AMP) welcomes companies and organizations to participate in AMP through approved affiliate meetings. We ask that the following guidelines be adhered to.

Any activity, event, or meeting that is held during the AMP conference that is targeted toward, or includes, any participants of AMP is considered an affiliated activity and must be approved by HMP.

Companies and organizations that wish to hold meetings of any size or nature at the Hilton Chicago, that are targeted for AMP attendees, must complete the appropriate application for the activity, be approved, and comply with the guidelines. Should HMP learn of a company or organization holding a competitive meeting outside the Hilton Chicago hotel while trying to recruit AMP attendees during that year's program, HMP shall revoke any exhibiting privileges and they will be banned for the following year.

Affiliated activity guidelines are subject to change.

General Information

- HMP must approve all meeting space requests during AMP. Any meeting request that is submitted directly to the hotel will not be honored.
- To be approved, an affiliate meeting request form must be completed and submitted to your AMP sales associate, or sent to Alison Dufner at adufner@hmpglobal.com, for review and approval.
- Complete one form per function.
- Meeting space availability is limited and assigned on a first-come, first-served basis. Please submit your space requests early. We will do our best to accommodate your desired date/time.

Confirmation of Meeting Space and Needs

After space is assigned and confirmed, the AMP meeting planner will provide you with the catering and AV contact information so that you can place your order(s).

Assigned Meeting Space Requirements

- Affiliated activities must not conflict with, or diminish from, the official AMP educational program. Affiliate activity size, time and purpose are subject to review by HMP for conflict.
- No loud music or entertainment inside the affiliate room.
- No loud noise or bright lights on the outside of the rooms of any kind are permitted.
- All arrangements and payment for services (audio-visual equipment, food and beverage service, etc.) should be made directly with contracted suppliers. HMP will put you in contact with the appropriate hotel representative.
- No alcohol during education hours.
- Directional signs, advertisements, banners, etc., are not permitted in the hotel lobby or the common space center. Signage for the affiliated activity is only permitted directly outside of the assigned meeting room or at the exhibitor's booth.

Use of the AMP Logo

The AMP logo or any part of the AMP logo may not be used on any Affiliate activity, such as websites, publications, signs, fliers, etc., without written permission from HMP.

If you have any questions, please contact your HMP sales associate or Alison Dufner at adufner@hmpglobal.com.