



# POWER OF PARTNERSHIP

Advancing the Practice of  
Neuroscience Nursing Through  
Engagement Opportunities





# CONNECT WITH YOUR TARGET AUDIENCE YEAR-ROUND

On behalf of the American Association of Neuroscience Nurses (AANN), I invite you to maximize your visibility by connecting with leaders in the field of neuroscience nursing.

In this prospectus, you will find information about exhibit and support opportunities for AANN conferences as well as year-round support. We look forward to partnering with you.

Sincerely,

Adrienne Stokes  
Manager, Industry Relations  
847.375.4763 • [astokes@aann.org](mailto:astokes@aann.org)

# GET RECOGNIZED AT AANN CONFERENCES

Exhibit at an AANN conference to engage face to face with attendees and/or sponsor the conference to receive more benefits and recognition.

## Events

### Neuroscience Advanced Practice Provider Symposium (Neuro-APP)

The Neuro-APP Symposium aims to enhance advanced practice providers' neuroscience knowledge through interactive sessions with national experts. The Neuro-APP Symposium will be held in conjunction with the Neuroscience Nursing Annual Conference. Exhibit at both the Neuro-APP Symposium and the Annual Conference for one inclusive price, and reach a wide audience of early career nurses to advanced practice providers.

### Neuroscience Nursing Annual Conference

The Neuroscience Nursing Annual Conference covers a variety of neuroscience topics, including anatomy, cerebrovascular disease, epilepsy, leadership skills, movement disorders, neurocritical care, neuro-oncology, neurotrauma, pediatrics, pharmacology, quality improvement, spine, and stroke. Exhibit at the Annual Conference or purchase a support opportunity to reach neuroscience professionals at AANN's most attended educational event.

### Advances in Stroke Care Conference

The Advances in Stroke Care Conference presents stroke-specific education to advanced practice nurses, stroke coordinators or administrators, critical care neuroscience nurses, and those nurses new to stroke care. Connect directly with key stroke nursing leaders and decision makers.

### Virtual International Neuroscience Nursing Research Symposium

The virtual International Neuroscience Nursing Research Symposium (INNRS) addresses neuroscience nursing research across the continuum of scientific inquiry: bench research, translation research, planned clinical trials, works in progress, and completed studies. Attendees include researchers, staff nurses, stroke coordinators, administrators, case managers, clinical educators, faculty, nurse managers, nurse practitioners, and students.

## Why You Should Exhibit



Reach the primary market for neuroscience nursing.



Receive a return on your investment with face-to-face contact.



Gain maximum visibility and exposure with unopposed exhibit hours.



Gather intelligence on your competitors.



Network during the opening reception and enjoy lunch and refreshment breaks in the exhibit hall.



Fill an open position at your hospital or facility.



Test new products or services with your target audience.

## Enhance Your Exhibit Experience



Participate in the passport program, which encourages attendees to visit your booth for a chance to win prizes.



Sponsor a breakfast, lunch, or beverage break in the exhibit hall.



Organize a room drop to promote your organization to all nurses staying at the host hotel.

# CONFERENCE-SPECIFIC SPONSORSHIP OPPORTUNITIES

## Breaks (Breakfast, Lunch, or Beverage Breaks)

Break sponsorship includes branded coffee cups, napkins, and signage.

## CE and Non-CE Symposia

Supporters can develop a 1-hour promotional or educational program in accordance with their own guidelines. These activities do not compete with AANN's continuing education (CE) programming and can be presented live or pre-recorded. Recorded sessions can be hosted on the AANN website for up to 6 months. Virtual sessions can be promoted to conference attendees and the full AANN membership. Food and beverages served during symposia are an additional cost that must be covered by the supporter.

## Headshots

Support the headshot station where nurses can receive a free professional headshot (*Only available at the Neuroscience Nursing Annual Conference*).

## Industry Posters

Present a poster in person during the conference on your specific disease focus, clinical trial, case studies, or research. Posters will be hosted on the AANN website for up to 3 months following the conference.

## Key Cards

All attendees staying at the host hotel will receive a room key with your company logo or message.

## Lanyards

Display your company logo on the lanyards that will be worn throughout the conference.

## Opening Reception

Kick off the conference in the exhibit hall and get visibility with signage at the event.

## Padfolios

Highlight your company by sponsoring the padfolios that will be passed out to all attendees.

## Passport Program

The passport program is a great way to drive traffic to your booth and increase brand awareness.

## President's Reception

This invitation-only reception is attended by the AANN Board of Directors and committee leaders. You will receive recognition at this event through signage and napkins featuring your logo. Receive five invites with your sponsorship and invite your leadership to attend this premier event (*Only available at the Neuroscience Nursing Annual Conference*).

## Product Showcase

Showcase your company's products, services, and programs by presenting a seminar or product demonstration. Product showcase sessions are 30 minutes and will be held in or near the exhibit hall. These sessions do not take place at the same time as CE programs but may run concurrently with other corporate showcases and during exhibit hall hours. Sessions can be presented live, virtually, or pre-recorded.

## Step and Repeat Photo Wall

Increase your brand awareness by placing your logo on the step and repeat photo wall. When attendees share photos of themselves in front of the wall, they also advertise your logo. (Limited space available.)

## Tech Corner

Computer stations are located adjacent to the registration desk. Your organization will be recognized on signs at the table.

## Tote Bags

This sponsorship puts your company logo on the tote bags handed out to our attendees during the conference.

## Wi-Fi

Wireless Internet access is one of the most requested amenities by meeting attendees. Sponsor this invaluable component of the conference.

## And More!

Additional advertising and sponsorship opportunities include bag inserts, charging stations, eblasts to conference attendees, freestanding meter board signs, mobile app (when applicable), and table clings.

# YEAR-ROUND SPONSORSHIP OPPORTUNITIES

## Agnes Marshall Walker Foundation

AANN works closely with the Agnes Marshall Walker Foundation (AMWF), founded with a generous bequeath from Agnes Marshall Walker, a cofounder of AANN. Every dollar donated to AMWF directly funds grants to help support neuroscience nursing professionals. AMWF raises funds through the contributions of individuals and organizations who generously support the field of neuroscience nursing. Learn more at [AMWF.org](http://AMWF.org).

If you are interested in providing an independent medical education grant to our organization, please contact our Director of Development, Susan Vogel, at [svogel@connect2amc.com](mailto:svogel@connect2amc.com) or 847.375.4824. Please note that our organization is a 501(c)3 and is grateful to accept your tax-deductible charitable donations.

## Career Center Ad

AANN's Career Center provides access to qualified professionals, including nursing directors, nurse practitioners, staff nurses, administrators, and clinical educators. Post an ad in the Career Center.

## Email Blast

AANN will send an email to our members on your behalf. Please refer to the application for guidelines and submission requirements. Eblasts cannot be used to promote job openings. If you are interested in promoting a job, please see our Career Center ad information.

## Industry Posters

Present a virtual poster outside of AANN conferences on your specific disease focus, clinical trial, case studies, or research. Posters will be hosted on the AANN website for 3 months. See application for more information.

## Industry Relations Council

Join the AANN Industry Relations Council (IRC) for more opportunities to engage with neuroscience leaders. Partnership in the IRC is for 1 year. It is a nonvoting partnership with benefits extended to a single corporate-designated representative. The IRC program features tiered participation levels to allow companies of all sizes to enhance their engagement with AANN. Partnership is available at a corporate (\$5,000) or executive (\$15,000) level. Learn more at [AANN.org/IRC](http://AANN.org/IRC).

## Mailing List Rental

Sort the membership mailing list by state, demographics, or special interest group and mail a brochure or flyer to your target demographic. See the mailing label order form for more information.

## NeuroNetwork Banner Advertising

Advertising on the NeuroNetwork allows you to directly reach AANN members who participate in this valuable online member community. Banner ads can be purchased on the home page of the NeuroNetwork, on specialty-specific community pages, or in the digest emails. Specialty-specific communities include advanced practice, critical care, epilepsy, neuromuscular and movement disorders, neuro-oncology, neurotrauma, new to neuro, pediatrics, spine, and stroke. See the NeuroNetwork banner ad order form for more information.

## Webinars

Promote your webinar to AANN members. Webinars offer the perfect opportunity to share your online education and information about your company with our members. Provide a topic, design the program content, and identify the webinar presenter.

**We can help  
customize your  
sponsorship package.  
Contact us to create a package  
that meets your needs.**



## ABOUT AANN

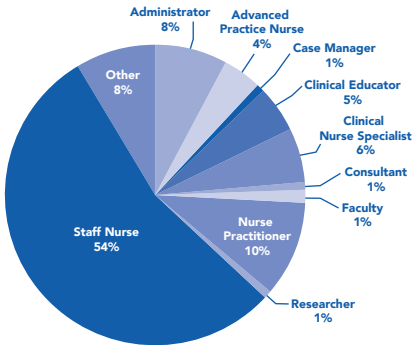
Founded in 1968, AANN is committed to working for the highest standard of care for neuroscience patients by advancing the science and practice of neuroscience nursing. AANN comprises

more than 5,000 nurses and healthcare professionals working in diverse areas of neuroscience patient care, such as clinical, research, administrative, and educational settings.

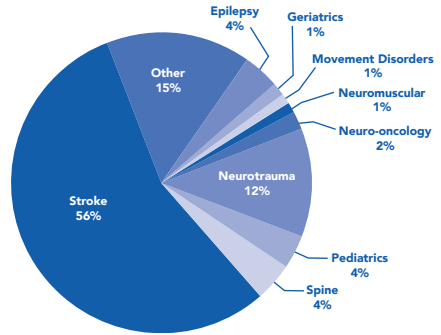
AANN members treat patients who have complex needs that require highly skilled nursing care. Our members provide care for neuroscience specialties such as stroke, spine, epilepsy, movement disorders, neuro-oncology, neurotrauma, and more.

## Member Demographics

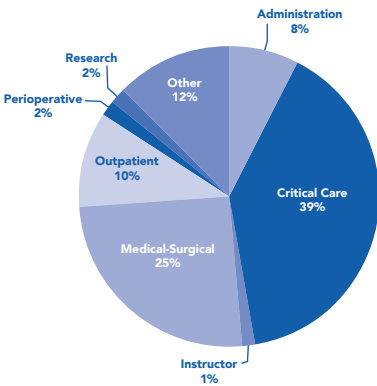
Primary Position



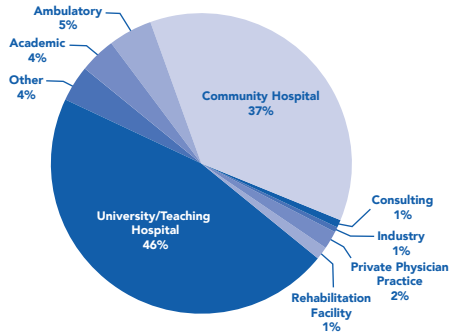
Primary Specialty



Primary Responsibility



Work Setting



## Reach Your Target Audience

Through your participation, you will

- connect with thought leaders, renowned experts, and dedicated mentors in the field
- contribute your organization's expertise to ongoing patient care practices
- support research collaborations to improve neuroscience patient care.

**CONTACT ADRIANNE STOKES**

Manager, Industry Relations

847.375.4763 • [astokes@aann.org](mailto:astokes@aann.org)



# EXHIBIT AND SPONSORSHIP OPPORTUNITIES RESERVATION FORM

Please complete and return this form to Adrienne Stokes at [astokes@aann.org](mailto:astokes@aann.org) | 847.375.4763

## CONTACT INFORMATION

Company Name \_\_\_\_\_ Website \_\_\_\_\_

(Exactly as you wish it to appear on any exhibitor or recognition listings)

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Country \_\_\_\_\_

The signer of the application—or person designated above—shall be the official representative of the exhibitor and shall have the authority to certify representatives and act on behalf of the exhibitor in all negotiations.

### NEURO-APP SYMPOSIUM AND NEUROSCIENCE NURSING ANNUAL CONFERENCE

March 17–19, 2024, Salt Lake City, UT

Exhibit fee includes (1) 10 x 10 exhibit booth.

### ADVANCES IN STROKE CARE CONFERENCE

August 1–3, 2024, Houston, TX

Exhibit fee includes (1) skirted table and (2) chairs.

## CHOOSE YOUR EXHIBIT PACKAGE(S)

Exhibit at both conferences and receive the passport program for free for both meetings (\$1,000 value).

<input type="checkbox"/> <b>PREMIER: \$5,000</b> <ul style="list-style-type: none"> <li>4 exhibit hall–only passes</li> <li>1 full-conference registration</li> <li>Booth furnishing package*</li> <li>Online listing</li> <li>Logo on AANN Conference website</li> <li>A link to your website</li> <li>Passport program participant</li> <li>Email blast to attendees</li> </ul>	<input type="checkbox"/> <b>VIP: \$3,500**</b> <ul style="list-style-type: none"> <li>2 exhibit hall–only passes</li> <li>Online listing</li> <li>Logo on AANN Conference website</li> <li>A link to your website</li> </ul>	<input type="checkbox"/> <b>NONPROFIT: \$2,100 (Must have nonprofit status)</b> <ul style="list-style-type: none"> <li>2 exhibit hall–only passes</li> <li>Online listing</li> <li>Logo on AANN Conference website</li> <li>A link to your website</li> <li>Booth furnishing package</li> </ul>	<input type="checkbox"/> <b>PREMIER: \$5,000</b> <ul style="list-style-type: none"> <li>4 exhibit hall–only passes</li> <li>1 full-conference registration</li> <li>Online listing</li> <li>Logo on AANN Conference website</li> <li>A link to your website</li> <li>Passport program participant</li> <li>Email blast to attendees</li> </ul>	<input type="checkbox"/> <b>VIP: \$3,500</b> <ul style="list-style-type: none"> <li>2 exhibit hall–only passes</li> <li>Online listing</li> <li>Logo on AANN Conference website</li> <li>A link to your website</li> </ul>	<input type="checkbox"/> <b>NONPROFIT: \$2,100 (Must have nonprofit status)</b> <ul style="list-style-type: none"> <li>2 exhibit hall–only passes</li> <li>Online listing</li> <li>Logo on AANN Conference website</li> <li>A link to your website</li> </ul>
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\* Booth furnishing package includes [1] 6 x 30 skirted table, 2 side chairs, and 1 wastebasket. Additional furnishings must be ordered from the decorator.

\*\* VIP-level exhibits at the Annual Conference do not include a booth furnishing package. All furnishings must be ordered from the decorator.

## CHOOSE YOUR SPONSORSHIP LEVEL(S)

Create your own sponsorship package or add on to your exhibit experience. Each sponsorship level includes 1 exhibit space (10 x 10 booth or table) and a booth furnishing package ([1] 6 x 30 skirted table, 2 side chairs, and 1 wastebasket). Additional furnishings must be ordered from the decorator.

<input type="checkbox"/> <b>PLATINUM \$50,000*</b> <input type="checkbox"/> <b>GOLD \$15,000</b> <input type="checkbox"/> <b>BRONZE \$7,000</b>	<input type="checkbox"/> <b>DIAMOND \$25,000*</b> <input type="checkbox"/> <b>SILVER \$10,000</b>	<input type="checkbox"/> <b>PLATINUM \$50,000*</b> <input type="checkbox"/> <b>GOLD \$15,000</b> <input type="checkbox"/> <b>BRONZE \$7,000</b>	<input type="checkbox"/> <b>DIAMOND \$25,000*</b> <input type="checkbox"/> <b>SILVER \$10,000</b>
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\* Platinum and Diamond levels receive 1 full-conference registration.

## CHOOSE YOUR CONFERENCE-SPECIFIC SPONSORSHIP OPPORTUNITIES

Please check the appropriate boxes below.

<input type="checkbox"/> <b>Non-CE Symposium:</b> <input type="checkbox"/> Live <input type="checkbox"/> Pre-recorded <input type="checkbox"/> Product Showcase	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$30,000   \$15,000
<input type="checkbox"/> Event Sponsorship: <input type="checkbox"/> Opening Reception	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$15,000
<input type="checkbox"/> Event Sponsorship: <input type="checkbox"/> *President's Reception <input type="checkbox"/> AMWF Event	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Not Available	\$15,000 each
<input type="checkbox"/> Wi-Fi	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$15,000
<input type="checkbox"/> <input type="checkbox"/> Tech Corner   <input type="checkbox"/> **Padfolios   <input type="checkbox"/> **Hotel Room Key Card	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$10,000 each
<input type="checkbox"/> <input type="checkbox"/> **Lanyards   <input type="checkbox"/> **Tote Bags	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$5,000 each
<input type="checkbox"/> Headshot Booth	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Not Available	\$5,000
<input type="checkbox"/> Breaks: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Beverage	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$7,500 each
<input type="checkbox"/> <b>Industry Posters</b>	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$3,000   \$2,000
<input type="checkbox"/> Passport Program	<input type="checkbox"/> APP/Annual <input type="checkbox"/> Stroke Conf	\$500

\* The President's Reception is an invite-only event for AANN's, ABNN's, and AMWF's key leaders.

\*\* Exclusive sponsorship opportunity



# EXHIBIT AND SPONSORSHIP OPPORTUNITIES RESERVATION FORM

## YEAR-ROUND SPONSORSHIP OPPORTUNITIES

<input type="checkbox"/> <a href="#">Industry Relations Council</a>	<input type="checkbox"/> Executive level: \$15,000	<input type="checkbox"/> Corporate level: \$5,000
<input type="checkbox"/> <a href="#">Career Center Banner Ad</a>	<input type="checkbox"/> 3–6 months: \$1,000	<input type="checkbox"/> 1–2 months: \$900
<input type="checkbox"/> <a href="#">Webinar</a>	<input type="checkbox"/> 60 minutes: \$20,000	<input type="checkbox"/> 30 minutes: \$10,000
<input type="checkbox"/> <a href="#">Email Blast to AANN Members</a> (Email blast date subject to AANN approval)	\$3,000	
<input type="checkbox"/> <a href="#">Mailing List Rental</a>	From \$150 to \$1,100	
<input type="checkbox"/> <a href="#">NeuroNetwork Banner Ad</a>	From \$1,500 to \$3,500	

If you are interested in providing an independent medical education (IME) grant to our organization, please contact our Director of Development, Susan Vogel, at [svogel@connect2amc.com](mailto:svogel@connect2amc.com) or **847.375.4824**. Please note that our organization is a 501(c)6 and is grateful to accept your tax-deductible charitable donations.

## CONFERENCE(S) SELECTED

### NEURO-APP SYMPOSIUM AND NEUROSCIENCE NURSING ANNUAL CONFERENCE

March 17–19, 2024, Salt Lake City, UT

Deadline for payment:  
Friday, December 8, 2023

### ADVANCES IN STROKE CARE CONFERENCE

August 1–3, 2024, Houston, TX

Deadline for payment:  
Friday, May 3, 2024

List companies that you would prefer not to be nearby. We will try to accommodate requests but can make no guarantee. **NO EXCLUSIVITY.** This agreement shall not be construed to be a commitment by either of the parties to work exclusively with one another regarding referrals of potential new business or any other business activities.

## BILLING INFORMATION

This contract will be addressed to the signer (or designee indicated below, if different from above).

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Country \_\_\_\_\_

I understand that all exhibit space and sponsorship opportunities must be paid 30 days from the signing of this contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Total: \$ \_\_\_\_\_ Email application form to [astokes@aann.org](mailto:astokes@aann.org).

## PAYMENT INFORMATION

You may pay by check or credit card.

Check

Make checks payable to

**American Association of Neuroscience Nurses**

PO Box 3781

Oak Brook, IL, USA 60522.

Credit card

Credit card payments of \$5,000 or more will be assessed a 3% processing fee.

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

## CANCELLATION POLICY

In the event that the exhibitor notifies AANN of the exhibitor's intent to repudiate the contract after acceptance but prior to the specific conference deadline date listed above, a full refund of monies received, minus a **\$250 USD** administrative fee, will be made. No refunds or cancellations will be accepted after the conference deadline.

If you have questions regarding exhibit or sponsorship opportunities, contact AANN Industry Relations Manager, Adrienne Stokes, at [astokes@aann.org](mailto:astokes@aann.org) or **847.375.4763**.



# AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES

## Terms and Conditions

**1. APPLICATION AND ELIGIBILITY.** Application for booth space must be made on the printed form provided by AANN (hereinafter, "the Association"), contain the information as requested, and be executed by an individual who has authority to act for the applicant. The Association shall determine the eligibility of any company, product, or service. The Association may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of the Association with the educational character and objectives of the Association. In the event an application is not accepted, any paid space rental fees or deposits will be returned. Upon receipt and acceptance of application by the Association, this application shall constitute a contract. Acceptance constitutes one or more of the following: applicant's receipt of Association confirmation letter or e-mail message, shared meeting information to exhibitor, receipt of decorator kit, or other meeting information.

**2. EXHIBIT SPACE PRICE.** Premier Level: \$5,000; VIP Level: \$3,500; Not-for-Profit Level: \$2,100.

All exhibitors will receive a uniformly draped booth, an identification sign, a listing on the floor plan website, and exhibitor badges for allotted number of preregistered company representatives per paid booth, which admit them to the exposition area at no charge.

**3. PAYMENT DATES.** No booths will be guaranteed until the Association receives full payment of the total booth fee, along with a signed contract. If full payment is not received by deadline date specified on the registration form, the Association will have the right to reassign booth space. The exhibitor expressly understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due the Association by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the Association will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due the Association.

**4. CANCELLATION OF BOOTH SPACE.** In the event that the exhibitor notifies the Association of the exhibitor's intent to repudiate the contract after acceptance but prior to deadline date specified on the exhibitor registration form, a full refund of monies received, minus a \$250 administrative fee per booth, will be made. A penalty of 50% of the cost of the total booth space contracted will be imposed for a written cancellation received between dates specified on registration form. No refunds will be made or cancellations accepted after dates specified on the registration form.

If for any cause beyond the control of the Association—such as, but not limited to, the destruction of the exhibit facilities by an act of God, a public enemy, authority of the law, fire, or other force majeure—the Association is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by the Association to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

**5. ASSIGNMENT OF BOOTH SPACE.** Space will be assigned according to first-come, first-served basis, the availability of the requested area, the amount of space requested, special needs, and compatibility of the exhibitor's products with the Association's aims and purposes. A full payment of the total amount of the booth space must accompany the contract to reserve space.

The Association reserves the right to assign space, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

**6. BOOTH, FURNISHINGS, EQUIPMENT, AND SERVICE.** For the Annual Conference, a uniformly styled exhibit booth with a back wall that is 8' high and side walls that are 36 inches high, that consists of draped material on aluminum framework, and an identification sign will be furnished. Exhibit displays must not project so as to obstruct the view of the adjacent booths. In the rear 4 ft of all booths, display material or equipment can be placed to a height not exceeding 8 ft unless requested in writing to the Association. In the remainder of the booth, all display material or equipment shall not exceed 42 in. in height.

**7. CONDUCT OF EXHIBITS.** The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of nonexhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor. However, exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local taxes for sales which occur on the exhibit floor. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area. Helium balloons are not allowed in the exhibit facility. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind.

The character of the exhibits is subject to the approval of the Association. The right is reserved to refuse the applications of exhibitors not meeting the standards required or expected, as is the right to curtail exhibits or parts of exhibits that are not in accord with the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. Booths should be designed to draw attendees into the booths, not to encourage attendees to stand in the aisles.

### 8. INSTALLATION/DISMANTLING.

**INSTALLATION.** All exhibits must be set up according to the timeline communicated for the meeting, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Prior to the conference, an inspection will be made, and exhibits that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the exhibitor. Exhibit aisles must be clear by time specified in communications.

**DISMANTLING.** The official closing time of the exhibits is specified in the communications. All exhibit material must be packed and ready for removal from the exhibit area no later than 2 hours after close of conference. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time.

Any company violating this regulation may be denied exhibit space at any future Association conferences.

**9. ADDITIONAL EXHIBITOR SERVICES.** For the Annual Conference, all other services are available to exhibitors at normal charges through the official convention contractor (hereinafter "Official Contractor"). An exhibitor's service kit will be emailed to all exhibitors approximately 60 days in advance with complete details and deadline order dates for rental displays, additional decorating, furniture, signs, cleaning, photography, floral, electrical, telephone, audiovisual service, drayage, and labor.

**10. CONTRACTOR AND LABOR COORDINATION.** For the Annual Conference, the Official Contractor will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Official Contractor will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. It is highly recommended that the labor services of the Official Contractor are used for setup and dismantling. If an outside contractor is used, the following steps must be taken:

- The Association and the Official Contractor must be notified, and proof of adequate liability insurance in an amount not less than \$1,000,000 combined single limit for personal injury and property damage must be given, at least 30 days prior to show setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included.
- All labor must check in at the labor service desk prior to the start of setup. No setup will be permitted without the authorization of the Official Contractor.
- All outside contractor personnel must confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the exhibit hall.

**11. HOSPITALITY AND ENTERTAINMENT.** Hospitality suites or events sponsored by the exhibitors must be approved by the Association. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or exhibit hours. The Association has blocked rooms at the hotel that will be available on a first-come, first-served basis. Reservations should be made directly with the hotel. Firms that are not exhibiting are not permitted to have hospitality functions.

**12. EXHIBIT STAFF REGISTRATION.** Registration of up to four (4) representatives (inclusive of spouses) per paid booth will be complimentary, provided that registrations are received by the Association before deadline date specified on the registration form. There will be a \$50 charge for the registration of each additional booth representative who exceeds the 4-per-booth allotment.

- registration of each representative
- each name change
- each lost badge or name substitution.

Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the exhibit facility. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times—including during setup times, exhibit hours, and dismantling—in order to enter the exhibit area.

Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the Association or the Official Contractor. Exhibitor badges do not give admission to other meeting functions, nor are they transferable.

**13. GENERAL CONFERENCE REGISTRATION.** Any exhibitor who desires to attend the program sessions or any optional activities must register through regular channels. Advance registration forms will be mailed to exhibitors as soon as they are available.

**14. SPECIAL VISUAL AND SOUND EFFECTS.** Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of the Association does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

**15. UNACCEPTABLE EXHIBITS.** The exhibitor agrees not to use any displays that the Association determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Association to criticism or legal liability, are inconsistent with the stated purposes of the Association and the interest and welfare of its members, are inimical to the property rights of the Association, or violate the booth regulations or any other provision of this contract. In the event the Association determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the Association may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Association.

**16. INSURING EXHIBITS.** Exhibitors need to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is required by the Association that the exhibitor contact the exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.

Neither the exhibit facility, the Association, nor the Official Contractor will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the exhibit building or for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of the Association or the Official Contractor.

**17. MUSIC LICENSING.** The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors including, but not limited to, any music performance agreement between the Association and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and present the Association with a copy of such license or grant no less than 30 days prior to the start of the show.

**18. LIABILITY FOR DAMAGES OR LOSS OF PROPERTY.** The exhibitor shall protect, indemnify, and hold harmless the Association, the exhibiting facility, and the Official Contractor from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits therefrom, including that caused by or resulting from the negligence of the Association. The exhibiting facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.

**19. SHIPPING INSTRUCTIONS.** Information on shipping methods and rates will be sent to each exhibitor by the Official Contractor or AANN staff. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. For the Annual Conference, the Official Contractor will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name and booth number(s).

Exhibit material cannot be received at the exhibit facility prior to the show setup dates. Such freight will be directed to and stored at the Association's designated freight handling and storage firm at the exhibitor's expense.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the Official Contractor.

**20. FAILURE TO OCCUPY SPACE.** Any space not occupied at the exhibit hall 30 minutes prior to show opening shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the Association without refund, unless a request for delayed occupancy has received prior approval by the Association.

**21. FIRE REGULATIONS.** No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

**22. ADVERTISING MATERIAL.** The use or distribution of any souvenirs during the conference shall be subject to prior written approval by the Association. Such material shall be submitted to the Association for approval 60 days prior to the conference. Except as otherwise provided, the Association will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

**23. EXHIBIT SPACE FLOOR PLAN.** Every effort will be made to maintain the general configuration of the floor plan for each conference. However, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

**24. MISCELLANEOUS.** The exhibitor expressly agrees to be bound by all the terms, conditions, and specifications herein listed and by the rules and regulations established by the Association from time to time thereafter modified, and expressly agrees that this contract and such rules and regulations contain the entire agreement between the parties hereto and supersedes any prior agreement, written or oral. This contract shall be interpreted under the law of the United States and of the state of Illinois.

**25. NO EXCLUSIVITY.** This agreement shall not be construed to be a commitment by either of the parties to work exclusively with one another regarding referral of potential new business or any other business activities.