SPONSOR & EXHIBITOR PROSPECTUS

ADVANCING CONNECTIONS

2020 AAPPR ANNUAL CONFERENCE

April 4-8, 2020
Red Rock Casino Resort and Spa
Las Vegas, Nevada
WHY EXHIBIT?

- 14.5 total hours of exhibit time
- Connect with and learn from other partners, executives, and recruiting experts. Affectionately known as the ‘Super Bowl’ of the recruitment profession, you have an all-access pass to this one-of-a-kind event
- Rub elbows with a majority of the decision makers who choose new and continuing vendor relationships
- Generate leads from some of the profession’s largest companies
- Showcase your solutions and services to more than 600 in-house professionals who recruit, retain and onboard physicians and advanced practiced providers for their employer

AAPPR is the premier association for in-house recruitment professionals!

Information based on the 2019 AAPPR Annual Conference
**PLANNING CALENDAR**

**November 22**
- Registration for an exhibit island ends
- Deadline for being listed in the registration brochure as a conference sponsor *(website will have all sponsors as they commit)*

**December 13**
- Early bird rate deadline for registering additional exhibitor representatives *(above those included in the booth price)*

**January 10**
- Deadline for ROAR Buyers Guide listings and advertisement placement

**January 31**
- Last day to receive 50% cancellation refund; no refunds after this date

**February 14**
- Deadline for ads, prize listings and sponsorship listings to be included in the onsite program
- Deadline to email your organization’s prize offering ($100 max value) for the AAPPR attendee giveaway to Nichole Dennis (participation is not required to be an exhibitor)

**February 28**
- Exhibit booth assignments will be distributed

**March 13**
- Last day to reserve within the AAPPR room block at Red Rock Casino and Hotel *(if rooms are still available)*

---

**TENTATIVE EXHIBITOR SCHEDULE**

<table>
<thead>
<tr>
<th>EXHIBITOR MOVE IN</th>
<th>1:30 PM – 11:30 PM <em>(last load-in 10PM)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, April 4</td>
<td></td>
</tr>
<tr>
<td>Sunday, April 5</td>
<td>9:00 AM – 3:00 PM</td>
</tr>
</tbody>
</table>

**MANDATORY NEW EXHIBITOR MEETING** *(Returning exhibitors optional)*

| Sunday, April 5            | 1:00 PM – 1:30 PM                      |

**EXHIBIT HALL MOVE-OUT**

| Tuesday, April 7           | 1:00 PM – 11:30 PM                     |

---

**LUNCH WITH ATTENDEES**

| Tuesday, April 7           | 11:30 AM – 12:45 PM                    |

**PRIZE DRAWINGS**

| Tuesday, April 7           | 12:45 PM – 1:15 PM                     |

---

**EXHIBIT HALL MOVE-OUT**

| Tuesday, April 7           | 1:00 PM – 11:30 PM                     |
EXHIBITOR COSTS

Organizations that desire a double booth or end cap may not purchase two in-line/corner booths.

8 x 10’ In-line Booth
$2,900

8 x 10’ Premium Corner Booth *(limited quantity)*
$3,400

8 x 20’ Double In-line Booth
$6,000

10 x 20’ End Cap *(limited quantity)*
$6,200

20 x 20’ Island *(limited quantity)*
$12,500*

*Exhibitors are required to remain set up until teardown time at 1:00 PM. Exhibitors not found in compliance will be fined an early departure fee of $1,000.*

Those wishing to purchase an island must commit to a sponsorship of no less than $10,000. Please contact Nichole Dennis by December 6.

VIP SUITES

Rooms outside and in close proximity of the exhibit ballrooms for one organization to meet more intimately with attendees and have access to the patio terrace.

3 Available | Venue map on page 11

Veranda C (46’ x 34’) 1,564 sq. ft.
$15,000*

Veranda D (38’ x 26’) 988 sq. ft.
$15,000*

Veranda E (38’ x 37’) 1,406 sq. ft.
$15,000*

Those wishing to purchase a VIP suite must commit to a sponsorship of no less than $10,000. Please contact Nichole Dennis by December 6, 2019.

*Amounts over $10,000 will be invoiced and processed by check.

Island exhibit layouts must be pre-approved by AAPPR staff before the conference.

All exhibit setup and materials must stay within the given footprint layout set by AAPPR.

Written cancellation notice must be received via email (nichole@aappr.org) by January 31, 2020 to receive a 50% refund. No refunds will be given after this date.
CONFERENCE SPONSORSHIPS

All sponsorship opportunities are first right of refusal for strategic partners. Sponsorship purchasing is open one week earlier for strategic partners than for the general public.

All sponsorships over $10,000 in total value will receive:
• Logo included in all AAPPR pre-conference promotional emails and website
• Electronic list of final attendees with full contact info including email after conference*
• Recognition in scrolling sponsorship presentations
• Post-conference email to ALL members

*List cannot be sold or distributed to third parties.

FEELING LUCKY RECRUITER SCHOLARSHIP $3,500

Deadline to sponsor: January 10th

AAPPR seeks to deliver quality and affordable education. By administering scholarships, we can help make education even more accessible. This sponsorship program gives you the opportunity to not only market your product or brand but show your support and commitment to the profession.

Through this sponsorship, AAPPR offers scholarships to in-house recruitment professionals. Whether you are looking to honor someone such as a past employee or industry icon or just want to support educational advancement within the profession, working with AAPPR to administer your branded scholarship shows that you support the mission of AAPPR. You will strengthen your image and raise awareness of your brand (or an honoree) within the recruitment profession.

AAPPR will:
• Create a customized, branded scholarship with eligibility criteria determined by you
• Create a branded online application
• Post scholarship information (including sponsor recognition) at AAPPR.org, including a link to your website and brief description of your company or brand
• Brand, award and publicize (via social media and email communication) the scholarship as the AAPPR Scholarship sponsored by [your company’s name], before, during and after the AAPPR Conference
• Fully administer the scholarship:
  • Create online scholarship application and submission process
  • Collect completed applications and review
  • Select scholarship recipient(s)
  • Communicate with scholarship recipients and applicants not selected
  • Reimburse recipient expenses
  • Recognize sponsor and recipient(s) at opening event

Sponsor Responsibilities:
• Note any desired scholarship criteria. AAPPR staff will confirm (you can also leave the terms of the scholarship up to the AAPPR board of directors)
• Promote the scholarship opportunity through your marketing channels
• Fund the scholarship(s) at $3,500 per person
• Congratulate the recipient(s)
• Scholarships will be applied toward registration fees, airfare and/or accommodations. Sponsoring more than one scholarship does not provide added exposure (just additional gratitude from more attendees!)
HIGH ROLLER SPONSORSHIP | FIRST TIER

$30,000

ONE AVAILABLE

• Introduce opening keynote speaker and address attendees (five minutes max) on Monday
• Additional tables for promotion outside keynote (sponsoring company is responsible for attending tables and any materials at the tables); no more than two promotional signs may be placed in the room (location to be determined at the discretion of AAPPR staff)
• Seat drop promotional materials at tables/chairs
• Meet with attendees and keynote (book signing, DIY photo booth during non-exhibit hall hours, must be pre-approved by AAPPR)
• Company logo on conference attendee registration bags (bag and artwork must be approved by AAPPR)
• Exclusive signage at the keynote presentation and conference
• One full-page ad in the conference onsite program
• One banner ad and three push notifications on mobile app
• Banner on website
• Verbal recognition preceding event
• Logo in conference agenda
• Clickable logo on AAPPR website and mobile app

HIGH ROLLER SPONSORSHIP | SECOND TIER

$20,000

ONE AVAILABLE

• Introduce closing keynote speaker and address attendees (five minutes max) on Tuesday
• Company logo on conference attendee lanyards
• Seat drop promotional materials at tables/chairs
• Exclusive signage at closing keynote presentation and conference
• Half-page ad in the conference onsite program
• One banner ad and two push notifications on mobile app
• Banner on website
• Verbal recognition preceding event
• Logo in conference agenda
• Clickable logo on AAPPR website and mobile app

HIGH ROLLER SPONSORSHIP | THIRD TIER

$15,000

ONE AVAILABLE

• Exclusive signage at the podium for preconference sessions (three classrooms, two full days)
• Company logo on conference host hotel’s attendee room keys
• Exclusive signage outside the room
• One banner ad and one push notification on mobile app
• Banner on website
• Verbal recognition preceding each day’s sessions
• Logo in conference agenda
• Address attendees during sessions (approx. 200)
• Additional tables for promo outside preconference sessions
• Clickable logo on AAPPR website and mobile app
**HIGH ROLLER SPONSORSHIP / FOURTH TIER**

**$3,000**

**SIX AVAILABLE**

- Exclusive signage at the breakout session podiums (full day - Monday or Tuesday)
- Verbal recognition preceding event
- Logo in conference agenda
- Seat drop promotional materials at tables/chairs in respective breakout session
- Clickable logo on AAPPR website and mobile app

**HIGH TECH — HIGH FIVE SPONSORSHIP**

**$20,000**

**ONE AVAILABLE**

- Exclusive sponsorship of conference mobile app
- Mobile device charging station in designated area for attendees
- Wi-Fi (you set the password)
- Banner ad on attendee confirmation email
- Logoed insert with Wi-Fi info in each attendee name badge
- Half-page ad in the conference onsite program
- Two (2) custom social media pushes - sponsor selects the preferred date, time and social channel of the posting and is required to provide all content, imagery and links
- An Instagram takeover of the AAPPR IG account! Your company gets control of our account for one week in February so we can see videos and pictures of your staff doing what they do best!
- One banner ad and two push notifications on mobile app
- Clickable logo on AAPPR website and mobile app
- Recognition in mobile app with one daily push notification

**RECRUITERS GONE WILD! SPONSORSHIP**

**$20,000**

**ONE AVAILABLE**

- Exclusive sponsorship of Monday two-hour evening event at Red Rock’s South Beach Pool and Sandbar Grill
- Exclusive Snapchat filter for duration of evening event
- Address attendees at welcome to event
- Logo on DJ booth
- Eight tickets for additional guests to attend
- 10 additional drink tickets (strict)
- Logo on drink tickets
- Exclusive signage at Monday evening event
- Verbal recognition preceding event
- Logo in conference agenda
- One banner ad and two push notifications on mobile app
- Clickable logo on AAPPR website and mobile app
WELLNESS SPONSORSHIP

ONE AVAILABLE

- Offer chair massages in your island booth or VIP suite during exhibit hall hours (exhibit space not included; massage therapists to be contracted and paid for by sponsor; if therapists are not from Red Rock, must have $3 million coverage for general liability, bodily image and property damage; scheduling appointments is the responsibility of the sponsor)
- Exclusive sponsorship of Wednesday morning yoga session in Charleston Ballroom (AAPPR provides instructor, rental mats, music, microphone and one mimosa per participant and coordinates registration)
- May provide a gift to yoga participants such as a branded yoga mat and opportunity to address participants during event
- Five customized social media posts (sponsor selects the preferred date, time and social channel of the posting and is required to provide all content, imagery and links)
- One banner ad and two push notifications on mobile app during the conference
- Half page feature of wellness sponsorship in onsite program, including details on massages and yoga
- Signage promoting wellness offerings to include sponsor logo

BET ON THE NEWBIE SPONSORSHIP

ONE AVAILABLE

- Branded email before conference to new member/first time attendee
- Exclusive signage at the new members/first time attendee reception
- Exclusive Snapchat filter for duration of evening event
- Set the mood and address attendees at reception (approx. 250)
- Verbal recognition preceding event
- Four company representatives may attend reception
- May provide a reception gift
- Logo in conference agenda
- One push notification on mobile app
- Clickable logo on AAPPR website and mobile app

WELCOME TO VEGAS BABY! SPONSORSHIP

ONE AVAILABLE

- Display signage throughout the immediate registration area to increase your visibility during and after the conference. Every attendee will see your name, logo and booth number as they pick up their badge!
- Exclusive signage and wall clings at immediate registration area
- Distribute item in attendee bag
- Co-branded welcome letter from AAPPR and your organization for attendees at hotel check-in
- Two customized social media posts (sponsor selects the preferred date, time and social channel of the posting and is required to provide all content, imagery and links)
- One push notification on mobile app
- Clickable logo on AAPPR website and mobile app
<table>
<thead>
<tr>
<th>SPONSORSHIP</th>
<th>PRICE</th>
<th>AVAILABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LECHE LOUNGE SPONSORSHIP</td>
<td>$3,000</td>
<td>ONE AVAILABLE</td>
</tr>
<tr>
<td>This inflatable, 360°-pod secured with magnetic closures and interiors clasps along with a plug for a breast pump is a nursing mother’s refuge and opportunity to comfortably attend the conference and feel supported in her choice. The Leche Lounge will be located in the Veranda.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Branding/signage allowed (make it fun!)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clickable logo on AAPPR website and mobile app</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YOUR VEGAS IS SHOWING SPONSORSHIP</td>
<td>$15,000</td>
<td>ONE AVAILABLE</td>
</tr>
<tr>
<td>Who isn’t always looking for a better headshot? Allow our professional photographer to find your best angle then send you a high-res photo directly to your email. Includes the opportunity for the sponsor to have a company representative check in the attendees, schedule appointments at their booth or the professional headshot could be part of your exhibit space. We will work with you!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Exclusive signage at headshot area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Two push notifications on mobile app</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clickable logo on AAPPR website and mobile app</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THAT’S A WRAP SPONSORSHIP</td>
<td>$5,000</td>
<td>FIVE AVAILABLE (Monday, Tuesday or Wednesday)</td>
</tr>
<tr>
<td>• Sponsor breakfast or lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Exclusive signage in the meal area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sponsor can provide logoed napkins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Seat drop promotional materials at tables/chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clickable logo on AAPPR website and mobile app</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#MOOD SPONSORSHIP</td>
<td>$3,500</td>
<td>THREE AVAILABLE (Monday, Tuesday or Wednesday)</td>
</tr>
<tr>
<td>Wake up on the right side of the bed and join your colleagues with your favorite hot beverage!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sponsor can provide logoed napkins at morning coffee station</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sponsor may provide a coffee mug/travel mug gift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Exclusive signage with all #Mood sponsors at beverage stations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clickable logo on AAPPR website and mobile app</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
#WINNING SPONSORSHIP

THREE AVAILABLE

- Exclusive signage with all afternoon break #Winning sponsors
- Sponsor provide logoed napkins at food tables
- 10 additional drink tickets at opening reception
- Clickable logo on AAPPR website and mobile app

SOCIAL TOGETHER — STAY TOGETHER SPONSORSHIP

TWO AVAILABLE

All of us are on some kind of social media platform, so let’s make some memories! Sponsor the social media wall in the exhibit hall and while pics are looping, your company will have an exclusive slide throughout the conference.

- Exclusive slide in social media loop as attendees post with the #AAPPR hashtag
- Clickable logo on AAPPR website and mobile app
EXHIBIT HALL

VIP Suites - $15,000
20 x 20' Island - $12,500
10 x 20' End Cap - $6,200
8 x 20' Double In-line Booth - $6,000
8 x 10' Premium Corner Booth - $3,400
8 x 10' In-line Booth - $2,900
EXHIBITOR INFORMATION

Only one company per 8’ x 10’ exhibit space will be permitted. You will receive a status notice alerting you that your exhibit registration has been accepted, waitlisted or denied within 10 business days of submission.

All 8’ x 10’ booths include:
• 3’ high side draping
• 8’ back wall draping
• One 6’ skirted table
• Two side chairs
• One wastebasket
• A one-line sign showing exhibitor name and booth number

All 8’ x 10’ exhibit booths will be limited to four representatives (two included with registration and an additional two with added registration fees). Double and end cap exhibit booths are limited to a maximum of eight representatives (four included with registration and an additional four with added registration fees. Island exhibit booths (20’ x 20’) will be limited to a maximum of 16 representatives (eight included and an additional eight with added registration fees).

Any additional people who plan to be at your company’s booth must be included in your representative limit. This includes photographers, caricature artists, etc.

Exhibitor registrations include tickets to receptions on Sunday and Monday, all provided meals and refreshments through Tuesday, and a conference program booklet. Admittance to any other courses/sessions will not be permitted.

Each exhibiting company is provided one (1) complimentary set of attendee mailing labels emailed to you as a PDF in mid-March. This list of mailing labels will include all attendees who are registered by March 13, 2020.

REGISTERING YOUR EXHIBITOR REPRESENTATIVES

You may register additional representatives after your exhibitor registration has been accepted. The link to the online form will be included in your confirmation to the primary contact.

Rates for additional representatives:
• $500 - early bird rate until December 13
• $550 - on or after December 14
• $600 - onsite rate

No refunds will be provided for representative registrations, but the names may be changed prior to March 30. Substitutions for single days, half days or less time will not be allowed.

CONFIRMATION

A registration confirmation will be emailed to your company’s primary contact upon receipt. Your booth assignment will be emailed to your primary contact on or before February 28.

A final confirmation with important onsite information will be sent via email to all exhibitor representatives on record.
Eligibility to Exhibit
All exhibitor applications are subject to review and approval by AAPPR. The exhibit is designed for the display, demonstration and sale of products and services relating to physician and advanced practice provider recruitment, retention and onboarding, and the professional education to support members of AAPPR. We reserve the right to refuse space to any company who has failed to meet prior financial commitments to AAPPR, or whose products or services, in the opinion of AAPPR, do not meet the educational or practice needs of AAPPR members. AAPPR reserves the right to limit the number of exhibitors in a given product or service category.

Non-Contracted Exhibit Space
Any person, firm or organization not having contracted with AAPPR for the occupancy of space in the exhibit hall will not be permitted to display or demonstrate any products, processes, services or solicit orders.

Assignment of Space
AAPPR will make final assignment of booth space considering corporate contributor level, level of conference sponsorship, date registration and payment was received, and company category. We will accommodate your requests to the extent we can but cannot guarantee that you will be assigned to any of the spaces requested or not be placed near a listed competitor.

Booth Height Restrictions
In-line Booths (includes Corners): All exhibit fixtures, components and identification signs will be permitted to a maximum height of 10’. All display fixtures over 4’ in height and placed within 10’ of an adjoining exhibit must be confined to that area of the exhibitors’ space which is at least 5’ from the aisle line. When standing at the end of an aisle, there must be a clear sightline of 5’ from the aisle into each booth in that aisle.

Island Booths: Exhibit fixtures, towers and identification signs will be permitted to a maximum height of 16’.

Security
The exhibit hall will be locked during non-show hours, but AAPPR and Red Rock do not guarantee to protect exhibitors against any loss or damage of any kind.

Electricity
If your booth requires electricity or any other A/V needs, be sure to order those services accordingly from the packet provided by the show decorator.

Shipping Information
An exhibitor service kit from GES will be provided to all confirmed exhibitors and will include shipping information. The decorator will receive, store and deliver your package directly to your booth and will be on-site Tuesday to assist with return shipments if necessary.

You cannot ship directly to the hotel. All shipments MUST go through the decorator. The hotel will not accept advance shipments.

Additional Notices
• Rigging is allowed in the exhibit hall ballrooms.
• Exhibiting companies who wish to provide food/beverage for attendees must order directly through the hotel.
• Lead retrieval systems will not be used at the AAPPR Annual Conference.
• Interactive displays (photo booths, money machines, etc.) must be approved by AAPPR staff prior to the conference.
  Videotaping within the booth or exhibit hall is not allowed.
• Booths will be set up in advance of the start of the conference. Any exceptions must be pre-approved.

Attendee Giveaways
AAPPR mobile app raffle will continue to be on the mobile app. 85% of attendees participated last year by collecting a code from exhibitors to gain points throughout the exhibit hall. With added Wi-Fi and simpler codes, we expect even better participation. Attendees have until 12:45 p.m. on Tuesday, April 7 to reach a minimum amount of points. Names of those who gain enough points will be put in the drawing. We hope this program will provide you with greater opportunity to talk with as many attendees as possible.

If you choose to participate in the mobile app prize program (completely optional), please indicate on your exhibitor registration. Prizes may not exceed $100 in value. You must be available to personally present your prize on Tuesday afternoon (at approximately 12:45 p.m.).

Exhibitor Door Prize Drawing
Exhibitors have the option to give away a door prize at their booth. Door prize drawing items will not be listed in onsite materials. There will be a board in the exhibit hall during the last break on Tuesday for you to post your door prize winners’ names. Exhibitors are responsible for contacting the winners directly. AAPPR is not responsible for any prizes that are won and not collected.

Policies, Terms & Conditions
(aka the fine print)
All policies will be firmly enforced. Exhibitors must agree to adhere to all AAPPR guidelines, policies and procedures when submitting an application to exhibit.

Use of AAPPR Name or Logo
AAPPR’s name, acronym and logo are proprietary marks and may not be used in advertising, signs or promotions in any media, communication or product literature inside or outside of the exhibit hall, immediately before, during and after the conference. AAPPR Corporate Contributors are welcomed and encouraged to use their particular logo following all rules of use in the Corporate Contributor program.

Photo Consent
As part of the AAPPR Annual Conference, you may be photographed or you may be recorded on audio and/or video. These items may be used in promoting future conferences or in other marketing related to AAPPR. Your attendance at this event implies your consent to be photographed or recorded.

Concurrent Events
Exhibitors/sponsors must not sponsor/hold any events during conference hours or the hours of any official AAPPR functions from Saturday, April 6 through 1 p.m. on Wednesday, April 10.
Early Departure Penalty: $1,000
To enhance the experience of attendees in the exhibit hall, AAPPR requires that all exhibit booths must remain fully set up and attended by a company representative until the specified tear-down time. AAPPR will assess an early departure fee of $1,000 to any company that begins to dismantle its booth or leaves its booth prematurely unattended before the official tear-down time denoted in the onsite exhibitor packet. Payment of this fee will be required before the company is allowed to register for any future annual conference and the company will be placed at the bottom of the list for booth assignments at the next annual conference.

Exhibit Materials & Activity
AAPPR reserves the right to prevent any exhibitor from displaying beyond the bounds of the exhibitor’s rented exhibit space and from displaying noisy electrical devices (ex. loud appliances, machines, games), smells/scents that are offensive or commonly cause allergic or physical reactions (ex. industrial smells, chemical smells, nail polish, cleaners), displays, fire hazards (ex. open flames, highly flammable fumes), costumed mascots, live animals or anything which may prove objectionable. All aisles must be kept clear of displays. Inventory must be discreetly stored within an exhibitor’s booth space. The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitors. Exhibitors are allowed to sponsor prize drawings within their exhibit space. Any limitations on registering for or accepting the prize must be prominently displayed in the exhibit space. The decision on appropriate conduct will be at the discretion of AAPPR’s exhibit manager.
Advertising Opportunities

Onsite Program Notebook
Whether you can exhibit or not, you can still reach this target audience by placing an advertisement in the onsite program notebook.

Costs and sizes:
• Full page ad (5.5”w x 8.5”h trim with .125” bleeds): $1,200
• Half page (2.75”w x 4.25”h trim with .125” bleeds): $700
Quarter page not available.

Ads due: February 14, 2020

Files must be 300 DPI or higher and in PDF format.

Complimentary Inclusion in the Industry Buyers Guide
AAPPR is pleased to offer an annual Industry Buyers Guide that focuses on sharing contact information of vendors and companies associated with AAPPR and the industry. The AAPPR Industry Buyers Guide will be included in the printed 2020 Spring edition of ROAR, the official publication for AAPPR with a distribution range of approximately 5,000 recipients.

The Industry Buyers Guide will also be available electronically through the end of the year at AAPPR.org. Basic listings in AAPPR’s Industry Buyers Guide are free of charge to all vendors. Company names will be listed alphabetically, by category, in the appropriate section within the guide. Companies may list under multiple categories for an additional fee.

Content due: January 17, 2020

To participate in advertising opportunities, please visit aappr.org or contact Nichole Dennis for more information.
**CANCELLATIONS**

**Policy**
Written cancellation notice must be received via email (nichole@aappr.org) by January 31, 2020, to receive a 50% refund. No refunds will be given after this date.

**Force Majeure**
If AAPPR cannot hold the conference due to acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilitating other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting, each prepaid registrant/exhibitor will receive a copy of conference onsite brochure and any other materials that would have been distributed. Fixed conference expenses will be paid from the pre-registration funds. Remaining funds will be refunded to pre-registrants/exhibitors. AAPPR is not responsible for any other costs incurred by pre-registrants/exhibitors in connection with the conference.

**Insurance & Disclaimer**
Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the hotel, its owners, and its operator and each of their respective parents, subsidiaries, affiliates, employees, officers, directors and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the hotel and its employees and agents. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this exhibit agreement, in an amount not less than $2 million combined single limit for personal injury and property damage. The hotel, its owners, and its operator shall be included in such policies as additional named insureds. In addition, exhibitor acknowledges that neither the hotel, its owners, nor its operator maintain insurance covering exhibitor’s property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor.

**LABOR REGULATIONS**

**Union Information**
To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Global Experience Specialists, Inc. (GES) will have trained labor available to assist you in all aspects of the setup and dismantle of your booth and with the movement of your equipment. Union exhibit labor claims jurisdiction for the installation, dismantling and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Exhibitors handling this work themselves must be prepared to provide proof of full-time employment. Labor may be employed by completion of labor forms enclosed in the service kit. If, however, you hire any labor to assist you, it should be through the Official Services Contractor. All mechanical equipment on the trade show floor must be under the care, custody and control of GES. This includes Forklifts, Scooters, Pallet Jacks, Genie Lifts, etc. as well as all other equipment mechanical in nature.

**Freight Handling Jurisdictions**
Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Global Experience Specialists, Inc. (GES) will not be responsible, however, for any materials they do not handle. Global Experience Specialists, Inc. (GES) will have COMPLETE control of the loading docks at all
times. If you wish to unload or load, you must report to the GES Servicenter. Do not proceed to the docks until authorized to do so.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available to store empty crates. Please refer to the MATERIAL HANDLING & SHIPPING INFORMATION in the service kit for the handling of empties.

The following is a guideline of the work your company’s staff is permitted to do:

- Transport small items to your booth by hand, or with personally owned 2-wheel carts (GES will have carts available for GES’ use only). All forklifts will be operated by GES. Personally-owned Vehicles (POV’s) such as cars, pick up trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by GES Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area. All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles not classified as a Personally Owned Vehicle, will be directed to the marshalling yard area for GES freight handling services.
- Unpacking and uncrating of boxes, equipment, merchandise, etc.
- Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.
- The setup of signs/graphics.
- After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hardwired, electricians must do the work.

**REGISTRATION**

Exhibit and sponsorship registration must be completed online. Paper registrations will not be accepted. Amounts over $10,000 will be invoiced and processed by check. To register, visit aappr.org/conference

Register Now!

**Lodging Information**

Hotel reservation information will be provided upon acceptance of your exhibit registration (within 10 business days of submission).

**Main Contact:**
Nichole Dennis, CMP
Director of Membership & Program Services
517.253.7811 | nichole@AAPPR.org