



American Academy of Home Care Medicine (AAHCM)

Annual Meeting • Loews Chicago O'Hare Hotel, Rosemont, IL • Oct. 26–27, 2018

Reserve your exhibit space by completing this form or filling out an online form at www.aahcm.org and submitting it along with your payment to AAHCM.

We invite you to exhibit at the AAHCM Annual Meeting. Exhibitors will have unopposed exhibit hours, delivering maximum visibility and exposure during the meeting.

We understand that space will be rented at the following rates:

Exhibit

Table-Top Exhibit \$3,000

Exhibit & Advertising Package*

Exhibit & room drop \$5,700

Exhibit & e-blast \$4,500

Exhibit & full-page program book ad \$3,550

Exhibit & half-page program book ad \$3,350

Passport program \$250

Advertising

Room drop \$3,000

Program book half-page ad \$500

Program book full-page ad \$750

Mailing list \$500

E-blast \$1,500

Bag insert \$600

Advertising Package

Full-page ad & room drop \$3,250

Half-page ad & room drop \$3,000

Sponsorship

Platinum \$30,000 (Includes table-top exhibit)

Gold \$15,000 (Includes table-top exhibit)

Silver \$7,500

Bronze \$2,500

Awards Partner \$1,000

Donations

General Meeting Donation\$ _____

We understand that all space must be paid for in full by **August 20, 2018**. If assigned space is not paid for in full by the specified date, it may be assigned to another exhibitor at AAHCM's discretion.

We agree to abide by the Terms and Conditions printed on the reverse side, which are made part of this contract. This contract is binding upon receipt and acknowledgment by AAHCM as stated in item 1 of the Terms and Conditions.

AAHCM requires you to abide by the appropriate ACCME guidelines.

OFFICIAL PROGRAM INFORMATION: Describe in 50 words or fewer the products or services to be exhibited exactly as you want the information to appear in the official program book. This information must be received by AAHCM with the application to be included in the program book. (Descriptions may be edited slightly to maintain consistency.) Please e-mail copy to grosen@connect2amc.com.

Product category (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Associations | <input type="checkbox"/> Palliative Care | <input type="checkbox"/> Hospitals |
| <input type="checkbox"/> Education Materials | <input type="checkbox"/> Publications | <input type="checkbox"/> Pharmaceutical Products |
| <input type="checkbox"/> Technology | <input type="checkbox"/> House Calls | <input type="checkbox"/> Therapeutic Areas |
| <input type="checkbox"/> Institutions | <input type="checkbox"/> Medical Device Equipment | |
| <input type="checkbox"/> Durable Medical Equipment (DME) | <input type="checkbox"/> Other _____ | |

FOR AAHCM USE ONLY

Booth number(s) assigned _____
 Total cost \$ _____
 Amount paid \$ _____
 Accepted by AAHCM _____

Company Information

This representative will be contacted for program book details and future related mailings. Please print or type.

Company _____

(Exactly as you want it to appear in the printed program and on the exhibit sign.)

Address _____

City, State, ZIP _____

Phone (_____) _____

Fax (_____) _____

Website _____

READ BEFORE SIGNING: Exhibitor's signature on this contract indicates acceptance of the Rules and Regulations provided with this contract and is an agreement to pay the total amount due. The person signing this contract on behalf of the exhibitor has the authority to do so and is responsible for employees' adherence to the Rules and Regulations.

Name _____

(first)

(last)

Title _____

E-mail _____

Signature _____

Billing Information

Same as above

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

Name _____

(first)

(last)

Title _____

Company (if different from above) _____

Address _____

City, State, ZIP _____

Phone (_____) _____

Fax (_____) _____

E-mail _____

*I understand that by providing the fax number(s) listed above, on behalf of the company specified above, I am authorized and hereby consent for the company to receive faxes sent by or on behalf of AAHCM.

Make checks payable to the American Academy of Home Care Medicine (AAHCM).

Please complete all steps.

1. Fax application to 888.374.7259 (credit card only).

2. Send form with check to

AAHCM

PO Box 3781

Oak Brook, IL 60522

847.375.3697 • Fax 888.374.7259 • awhitley@aaahcm.org

3. Make a copy for your records.

Payment Information

Name on credit card _____

Visa MasterCard American Express Discover

cc# _____ exp _____ \$ _____

check # _____ \$ _____ date _____

check # _____ \$ _____ date _____

Exhibit Contract—Terms and Conditions

1. APPLICATION AND ELIGIBILITY. Application for booth space must be made on the printed form provided by AAHCM (hereinafter "the Association"), contain the information as requested, and be executed by an individual who has authority to act for the applicant. This exhibition is designed for the display and demonstration of products and services relating to home care medicine and those individuals attending the Association's 2018 Annual Conference. 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 exhibition. In the event an application is not accepted, any paid space rental fees or deposits will be returned. This contract is binding upon receipt and acknowledgment by the Association. Acknowledgment constitutes one or more of the following: Association confirmation letter or e-mail message, shared conference information to exhibitor, receipt of decorator kit or information.

2. EXHIBIT BOOTH PRICE. Each table-top exhibit price is \$3,000 and includes a 6-ft. table, 2 chairs, wastebasket, company identification sign, listing in the AAHCM program book, and preregistration attendee list (name, facility, city, state).

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 August 20, 2018, the Association will have the right to resell the assigned 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. If the exhibitor notifies the Association in writing of the exhibitor's intent to cancel the contract after acceptance but prior to May 26, 2018, a full refund of monies, minus a \$500 administrative fee, will be made. If the Association receives a written request for cancellation of space between May 26 and July 17, 2018, the exhibitor will be liable for fifty percent (50%) of the full price of said exhibitor's booth space. No refunds will be made after July 17, 2018. In the event of cancellation by an exhibitor at no time can the cancellation fee be considered a donation or be recognized as support of AAHCM.

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, the 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 beginning March 5, 2018, according to the date on which the contract and deposit are received, the points earned, the availability of the requested area, amount of space requested, special needs, and compatibility of the exhibitor's products with the Association's aims and purposes.

Points earned depend on two factors:

- A. The number of shows in which the exhibitor has participated.
- B. Does the exhibitor advertise or support the Association.

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

6. BOOTH, FURNISHINGS, EQUIPMENT, AND SERVICE. A uniformly styled exhibit booth will be furnished that consists of one skirted table and two chairs. Exhibit displays must not project so as to obstruct the view of the adjacent booths. Display material or equipment can be placed to a height not exceeding 8 ft, or a width of 6 ft (unless noted on floor plan). In the remainder of the booth, all display material or equipment shall not exceed 42 in. in height without written approval from the Association. Exhibit displays may not include additional furnishings unless otherwise approved by the Association..

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. All sales activities must be compliant with the FDA and OIG. 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 provided that sales transactions may be conducted only within the exhibitor's own booth. Exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local sales 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 without consent of the Association. Helium balloons are not allowed in the convention center. 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 Association reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of the Association, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. No exhibits will be permitted which interfere with the use of, or impede access to, other exhibits or impede free use of the aisle. Photography is restricted to the confinement of your exhibit space.

8. INSTALLATION/DISMANTLING. Installation. All exhibits must be set up by 11 am, Friday, October 26, 2018, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

Dismantling. The official closing time of the exhibits is 1 pm on Saturday, October 27, 2018. All exhibit material must be packed and ready for removal from the exhibit area no later than 3 pm on Saturday, October 27, 2018. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any company violating this regulation will be fined \$200 and may be denied exhibit space at any future Association conferences.

9. ADDITIONAL EXHIBITOR SERVICES. There will be no official convention contractor for exhibitor services at this event. The Association will send out information on basic services such as electrical and communication amenities at least 60 days out from conference. For services with rental displays, additional decorating, furniture, signs, cleaning, photography, floral, electrical, telephone, audiovisual service, drayage, and labor, please contact the Association to coordinate with facility.

10. HOSPITALITY AND ENTERTAINMENT. Hospitality suites or events sponsored by the exhibitors must be approved by the Association in writing. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or exhibit hours. The Association has blocked suites at the hotel that will be available on a first-come, first-served basis. Please complete the Ancillary Room Request Form available on the AAHCM website.

11. EXHIBIT STAFF REGISTRATION. Prior to October 3, 2018, registration of two (2) representatives (inclusive of spouses) per paid booth will be complimentary, provided that registrations are received by the Association before October 3, 2018. There will be a \$25 charge for the registration of each additional booth representative who exceeds the 4-per-booth allotment.

After October 3, 2018, an onsite \$25 service fee will be incurred for the following:

- A. Registration of each representative
- B. Each name change
- C. 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 convention center. 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 conference functions, nor are they transferable.

12. GENERAL CONFERENCE REGISTRATION. Any exhibitor who desires to attend the program sessions or any optional activities must register through the AAHCM website.

13. 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.

14. 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.

15. INSURING EXHIBITS. Exhibitors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested 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 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.

16. 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.

17. FDA REGULATIONS. Exhibitors shall comply with all applicable U.S. Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the U.S. may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at their exhibit space a letter from the FDA that describes the allowable use of any drug or device exhibited.

18. AMERICANS WITH DISABILITIES ACT. The exhibitor shall ensure that its booth and its promotional materials and activities comply with the Americans with Disabilities Act so as to allow persons with disabilities equal access to goods and services.

19. LIABILITY FOR DAMAGES OR LOSS OF PROPERTY. Guard service is provided by the Association on a 24-hour basis from move-in through move-out. Notwithstanding the guard service provided by the Association for purposes of general security in the exposition premises, the exhibitor shall protect, indemnify, and hold harmless the Association, the exhibit 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 exhibit 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.

20. INDEMNIFICATION. The exhibitor agrees that it is responsible for the defense and payment of any and all claims, demands and suits on account of any alleged injuries, death or other loss by individuals, or damage to property or other loss, to any party occurring in the exhibit facility or elsewhere because of the acts or omissions of the exhibitor, its employees or agents, licensees, guests or contractors. The exhibitor agrees to defend, indemnify and hold harmless the Association, the exhibit facility, and their respective owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries and affiliates (collectively "Indemnitees"), from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which any Indemnitee, its officers, directors, employees, and agents, and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the exhibitor, its officers, directors, employees, agents, contractors, or any other person or organization hired by the exhibitor. The term of this section shall survive the termination or expiration of this contract.

21. SHIPPING INSTRUCTIONS. Information on shipping methods and rates will be sent to each exhibitor by the Official Contractor. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. 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 convention center 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.

22. FAILURE TO OCCUPY SPACE. Any space not occupied at the convention center by 11 am, Friday, October 26, 2018, 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 in writing.

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

24. ADVERTISING MATERIAL. The use or distribution of any souvenirs during the convention 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 convention. 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.

25. CONVENTION PROGRAM. One (1) copy of the program book will be available to each exhibiting company at the exhibitors' registration area.

26. EXHIBIT SPACE FLOOR PLAN. Every effort will be made to maintain the general configuration of the floor plan for this convention. However, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association. The Association shall reserve the right to change booth assignments at the Association's discretion.

27. PHOTOGRAPHY. The Association occasionally has photographs of exhibitors and their booth personnel taken during the exhibition and uses such photographs in its promotional materials. By virtue of the exhibitor's participation in the exhibition, the exhibitor, on behalf of its booth personnel, automatically agrees to usage of its booth personnel's likeness in such materials with no remuneration to exhibitor or to its booth personnel.

28. MISCELLANEOUS. The Association shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to decision by the Association. These terms and conditions may be amended at any time by the Association upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the Association from time to time. This contract shall be interpreted under the laws of the United States and of the State of Illinois.

29. LIMITATION OF LIABILITY. IN NO EVENT SHALL ASSOCIATION, EXHIBIT FACILITY, AND THEIR RESPECTIVE OWNERS, MANAGERS, OFFICERS OR DIRECTORS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY "EXHIBITION PARTIES") BE LIABLE TO THE EXHIBITOR OR ANY THIRD PARTY HIRED BY OR OTHERWISE ENGAGED BY THE EXHIBITOR FOR ANY LOST PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEYS' FEES AND COSTS, ARISING OUT OF THIS APPLICATION AND CONTRACT OR CONNECTED IN ANY WAY WITH USE OF OR INABILITY TO USE THE SERVICES OUTLINED IN THIS APPLICATION OR FOR ANY CLAIM BY THE EXHIBITOR, EVEN IF ANY OF THE EXHIBITION PARTIES HAVE BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR AGREES THAT EXHIBITION PARTIES' SOLE AND MAXIMUM LIABILITY TO THE EXHIBITOR REGARDLESS OF THE CIRCUMSTANCES SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. THE EXHIBITOR AGREES TO INDEMNIFY AND DEFEND THE EXHIBITION PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED BY OR ENGAGED BY THE EXHIBITOR FOR ANY AMOUNT BEYOND THE EXHIBIT BOOTH FEE. FURTHER, EXHIBITOR AGREES TO PAY ALL ATTORNEY'S FEES AND COSTS INCURRED BY EXHIBITION PARTIES ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT. EXHIBITOR SHALL BE SOLELY RESPONSIBLE FOR ITS ATTORNEY'S FEES AND COSTS.