

## EXHIBITOR REGISTRATION INFORMATION

**AATSP 102nd Annual Conference**  
**July 9-12, 2020**  
**Caribe Hilton**  
**San Juan, Puerto Rico**



*Exhibit dates will be July 9-10*

The exhibitor services company will be responsible for installing the booths in the exhibit area of the Caribe Hilton Hotel. The price of a standard size exhibit booth is USD \$500.00 and includes the following:

- 8' x 8' booth including pipe and drape
- One table
- Two chairs
- One email list of conference pre-registrants prior to conference
- One waste basket
- Sign with company name
- Complimentary conference badges (2 per tabletop)
- Preferred booth placement for companies providing a sponsorship

Exhibitor options include:

1. One booth: 8'x8' booth with pipe & drape; 1 table; 2 chairs; 1 wastebasket; company sign (\$500)
2. One booth (as above) plus a Full-Page Ad in the Conference Program (\$700)
3. Double booth: same as above with larger booth and 2 tables (\$900)
4. Double booth (as above) plus a Full-Page Ad in the Conference Program (\$1,100)

All registered exhibitors will receive an Exhibitor Kit with further information and complete instructions regarding when and where to mail materials you wish to exhibit and how to order additional equipment that you may need. The Exhibitor Kit will be sent out approximately one month prior to the conference.

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless the American Association of Teachers of Spanish and Portuguese, Caribe Hilton Hotel, and its employees and agents against all claims, losses, or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the American Association of Teachers of Spanish and Portuguese, Caribe Hilton Hotel, its employees, and agents.

In addition, the exhibitor acknowledges that the American Association of Teachers of Spanish and Portuguese and the Caribe Hilton Hotel, do not maintain insurance covering Exhibitor's property. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses.

For additional details and payment information, please contact Ms. Dalila González at [DGonzalez@aatsp.org](mailto:DGonzalez@aatsp.org) and/or [AATSPconference@aatsp.org](mailto:AATSPconference@aatsp.org), or via phone at (205) 855-0604.

### CANCELLATION/REFUND POLICY

1. All refund requests must be made in writing no later than March 1, 2020 via email or U.S. Postal Service (postmarked by March 2, 2020). No refunds after March 1, 2020.
2. All refund requests will be subject to a \$100.00 processing fee.
3. All refunds will be processed after the conference; please allow 4-6 weeks for processing.

## CONFERENCE EXHIBITOR REGISTRATION FORM

**Exhibitor** (enter company/business name the way you want it to appear on your booth sign and conference program)

**Exhibitor Contact Name**

**Exhibitor's mailing address**

**Telephone number**

**Email Address**

**Website URL**

**Representative(s) names** (two complimentary representative badges are included in the exhibitor fee; for additional representatives, please include \$50 per additional badge with your payment – item 6 below).

1.

3.

(\$50)

2.

4.

(\$50)

**Exhibitor Options:**

- |                          |   |           |
|--------------------------|---|-----------|
| <input type="checkbox"/> | 1. One booth: 8'x8' booth with pipe & drape; 1 table; 2 chairs; 1 wastebasket; company sign               | (\$500)   |
| <input type="checkbox"/> | 2. One booth (as above) plus an ad in the Conference Program  | (\$700)   |
| <input type="checkbox"/> | 3. Double booth: same as above with larger booth and 2 tables   | (\$900)   |
| <input type="checkbox"/> | 4. Double booth (as above) plus an ad in the Conference Program   | (\$1,100) |
| <input type="checkbox"/> | 5. Ticket(s) to the Celebration Dinner (\$75 each) # _____ X \$75   | \$ _____  |
|                          | 6. Additional Representative badges (\$50 each)? Yes <input type="checkbox"/> No <input type="checkbox"/> | \$ _____  |

**Grand Total**

- We would also like to reserve a 45-minute **Exhibitor Session** to promote our products or services.
- Please contact me about becoming an official sponsor for the 2020 Annual AATSP Conference.

**For payment, please email this completed form to Ms. Dalila González at**

**[DGonzalez@aatsp.org](mailto:DGonzalez@aatsp.org) and [AATSPconference@aatsp.org](mailto:AATSPconference@aatsp.org)**

**Or contact her via phone at (205) 855-0604**

**Payment due by no later than Monday, March 1, 2020**