

EXHIBITOR & SPONSOR PROSPECTUS

American Academy of Veterinary Acupuncture



PORTLAND

Oregon

14th Annual Meeting ————— April 5-7

GENERAL INFORMATION

HOTEL

The Benson Hotel in Portland, Oregon will be the site for the annual meeting for the American Academy of Veterinary Acupuncture. Explore all Portland has to offer from one of the city's most treasured historic landmarks. Founded in 1913, The Benson features elegant European design with a host of modern amenities. Perfectly located, you are within walking distance to all of the shopping, dining, and entertainment of the Pearl District, Pioneer Square, and downtown. Famous boutiques, bookstores, breweries, and performing arts are just steps away.

The group rate is \$199 for single or double occupancy (plus tax). To make reservations at the special AAVA rate, contact the hotel by calling 888/523-6766. To ensure the group rate and space availability, make your reservations no later than Wednesday, March 13, 2019. The room block will close once the room block has been met or has reached the deadline, whichever occurs first.

EXHIBITOR CONTRACTOR

Triumph Expo and Events, Inc. will be the official exhibitor contractor for the conference. After submitting your contract and fee to AAVA, a link to the exhibitor kit will be sent electronically via email to you. Information about ordering electrical, shipping, etc. will be supplied in the exhibitor kit. Please note that the exhibit hall is carpeted.

EXHIBITOR BENEFITS

Single Booth - \$625

- One 8' x 10' booth no higher than 8' in back and 3' on each side
- One draped 6' table
- Two chairs
- One identification sign
- Badges for two exhibit staff
- Carpeted exhibit hall
- Printout of registrants available upon request (to be emailed three weeks after meeting)
- Complimentary copy of conference proceedings

Double Booth - \$1,025

- One 16' x 10' booth no higher than 8' in back and 3' on each side
- Two draped 6' tables
- Four chairs
- One identification sign
- Badges for four exhibit staff
- Carpeted exhibit hall
- Printout of registrants available upon request (to be emailed three weeks after meeting)
- Two complimentary copies of conference proceedings



PROGRAM OUTLINE

**THURSDAY
APRIL 4, 2019**

EXHIBITOR MOVE-IN
4:00pm – 10:00pm

**FRIDAY
APRIL 5, 2019**

EXHIBIT HALL OPEN
7:00am – 5:30pm

EDUCATIONAL SESSIONS
8:00am – 4:40pm

WELCOME RECEPTION
5:30pm – 6:30pm

**SATURDAY
APRIL 6, 2019**

EXHIBIT HALL OPEN
7:00am – 5:30pm

EDUCATIONAL SESSIONS
8:00am – 4:40pm

**SUNDAY
APRIL 7, 2019**

EXHIBIT HALL OPEN
8:00am – 12:00pm

EDUCATIONAL SESSIONS
8:00am – 2:30pm

PROGRAM SUBJECT TO CHANGE

EXHIBITOR CONTRACT

Company Name: _____
(as it should appear on conference signage and materials)

Mailing Address: _____

City/State/Zip: _____ Province/Postal Code: _____

Authorized by: _____

Phone/Fax: _____ E-mail: _____

Products/Services to be exhibited: _____

Yes, we'd love to give _____ as a door prize!

Yes, we'd love to give a _____ for our BOOTH DRAWING!

Two complimentary badges are provided with each exhibit for the individuals who will staff your booth. Please list the names and e-mail addresses of the individuals, providing complete information. (If you have a double booth, please attach a separate sheet.)

Name: _____ Name: _____

E-mail Address: _____ Email Address: _____

Phone: _____ Phone: _____

Additional badges are available at a cost of \$75 per badge. Please attach a list of names and e-mail addresses and payment for the additional individuals who will staff your exhibit. The terms and conditions printed in this brochure are hereby incorporated by reference; the exhibitor agrees to be bound thereby, and will comply with all exhibit rules and regulations.

Signature: _____ Date: _____

EXHIBIT SPACE SELECTION:

- Single Booth - \$625.00
- Double Booth - \$1,025.00

ADDITIONAL LUNCH TICKETS*

Friday Lunch _____ x \$25/pp = Total \$ _____

Saturday Lunch _____ x \$25/pp = Total \$ _____

**Booth cost includes 2 complimentary lunch tickets for single booth and 4 complimentary lunch tickets for double booth*

Using the space numbers on the floor plan, list your choices for preferred location:

1st choice: _____

2nd choice: _____

3rd choice: _____

Please list any companies you do not wish to be near:

PAYMENT

CHECK enclosed in the amount of \$ _____ USD

Make check payable to AAVA. Payment must be received by AAVA before acknowledgement of sponsorship and/or exhibit booth in any printed conference materials or on the AAVA Web site.

- CREDIT CARD**
 - American Express
 - Mastercard
 - Visa
 - Discover

Card Number: _____

Expiration Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

RETURN FORM AND PAYMENT TO:

AAVA • P.O. Box 803 • Fayetteville, TN 37334
Credit card payments may be faxed to
931-433-6289. Questions? Call 931-438-0238.

FOR OFFICE USE ONLY:

DE _____ A _____ C _____ AppCode _____

EXHIBITOR RULES & REGULATIONS

CONTRACT FOR SPACE:

The application for space and the formal notice of assignment constitute a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding.

USE OF SPACE:

(1) No exhibitor shall assign, sublet, or share the whole or any part of the allotted space. Aisles must be kept clear. Exhibitors must comply with all safety, fire, and health requirements during move-in, operation, and move-out. Booths must be manned and in operation at all times listed in the schedule. (2) AAVA does not endorse the products/services of the companies who exhibit during the meeting. (3) AAVA shall have the right to require dismantling of any exhibit or part of exhibit which in their opinion is not suitable to or in keeping with the character or purpose of the AAVA Annual Meeting.

EXHIBIT SPACE:

All dimensions and locations of the booths on the enclosed floor plan are believed, but not warranted, to be accurate. Show management reserves the right to make modifications to the floor plan as deemed appropriate. Space is assigned on a first-come, first-serve basis. No space is assigned without the official contract and payment of the fee. If space selected on the contract has previously been reserved, management retains the right to assign the next best available space. Exhibitor will be notified via email of assignment prior to the meeting.

HOURS OF EXHIBIT:

Move-in may begin at 4:00pm on Thursday, April 4, 2019, and must be completed by 10:00pm. Exhibitor expressly agrees not to dismantle his/her exhibit or do any packing before the closing hours of the exhibit, 12:00pm on Sunday, April 7, 2019. Move out must be completed by 3:30pm on Sunday.

Exhibitor must furnish show management with an advance list of their representatives. Only 2 badges will be issued per single booth; 4 badges per double booth. Additional badges will be available at the cost of \$75 per badge.

LIABILITY:

AAVA, any officer, employee, or agent of the same, will not be responsible for the safety or the property of the exhibitors, their agents or employees, from theft, damage of fire, accident, or other cause, but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense. In addition, the exhibitor will indemnify and

hold harmless AAVA, any officer, employee, or agent of the same, from any and all liabilities, claims, costs, damage and reasonable fees of counsel incurred in connection with any claim arising out of or caused by exhibitor's display or distribution of materials, or performance of any music or other material that violates any copyright, patent, trademark, trade name, service mark, or other similar right of any other party.

CONTRACTOR:

Triumph Expo and Events, Inc. (503/417-8000) has been chosen as the official decorator for the meeting. A link for the exhibitor kit will be sent electronically to you with forms for additional furnishings, electricity, etc.

CARE OF BUILDING/EQUIPMENT:

Exhibitor, or their agents, shall not injure or deface the walls or floors of the building or the booths. No signs or any other articles shall be posted, nailed, or otherwise attached to floors, walls, furniture, or fixtures. When damage appears, the exhibitor is liable to the AAVA and to the The Benson Hotel.

EXHIBIT FEE:

The fee for a single booth is \$625; double booth is \$1,025. The fee is due when the contract for exhibit space is submitted. Contracts and fees must be received no later than February 1, 2019 in order for the exhibitor's name to be printed in the conference materials. Checks should be made payable to AAVA and mailed with the contract to AAVA, P.O. Box 803, Fayetteville, TN 37334. Mastercard, Visa, American Express and Discover are accepted. Questions should be directed to 931-438-0238 or reed.adele@gmail.com.

CANCELLATION/REFUND POLICY:

If written notice of cancellation is received by the AAVA no later than January 31, 2019, a refund of monies received less a \$75 administrative fee will be made. Beginning February 1, 2019, no refunds will be given.

COPYRIGHT POLICY:

Exhibitors must obtain all necessary authorizations from third parties concerning copyrights, music licensing, patents, trademarks, trade names, slogans, logos, service marks, and other similar tangible property rights used by the exhibitor.

ASSISTANCE FOR PERSONS WITH DISABILITIES AVAILABLE:

If exhibitor requires an auxiliary aid to participate in this meeting, please contact the AAVA office by January 2, 2019.

SPONSOR BENEFITS

PLATINUM SPONSOR (\$5,000+) Value

- One complimentary single booth
- One full page advertisement in the on-site program *(artwork provided by sponsor)*.
- Four hours of lecture sponsorship with recognition of sponsor prior to each lecture.
- Special recognition at AAVA Annual Meeting
- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2020)*

GOLD SPONSOR* (\$3,000-4,999) Value

- One half page advertisement in the on-site program *(artwork provided by sponsor)*.
- Two hours of lecture sponsorship with recognition of sponsor prior to each lecture.
- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2020)*

SILVER SPONSOR* (\$1000-2,999) Value

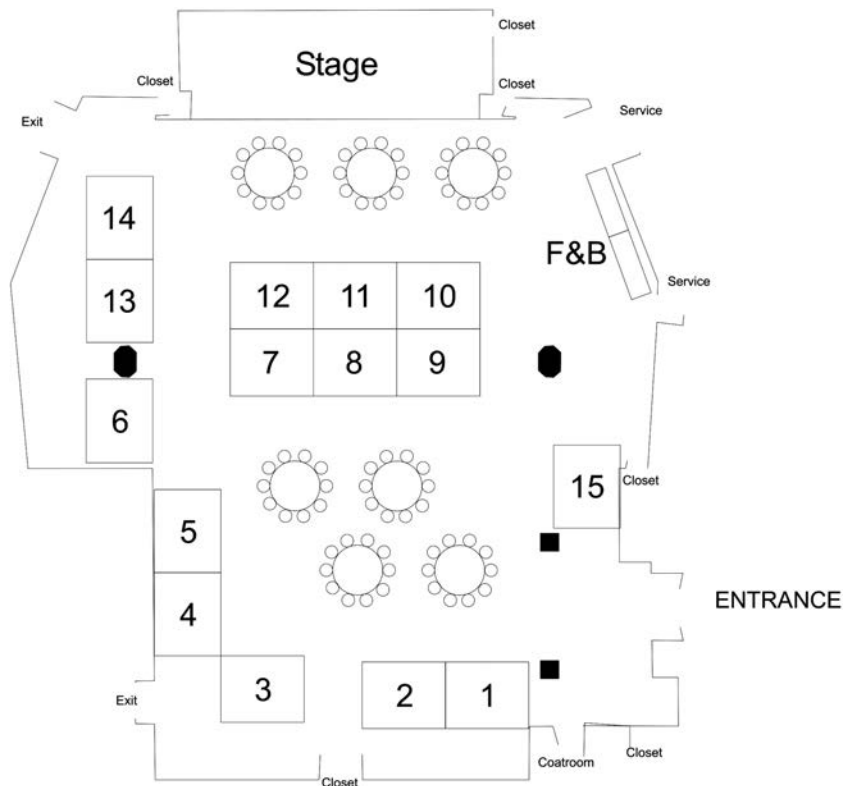
- One quarter page advertisement in the on-site program *(artwork provided by sponsor)*.
- One hour of lecture sponsorship with recognition of sponsor prior to lecture.
- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2020)*

BRONZE SPONSOR* (\$650-999) Value

- One complimentary Annual Meeting Proceedings book
- Listing and logo on the AAVA website that links back to the sponsor's website. *(until April 15, 2020)*

***All sponsorship monies are in addition to standard booth fees.**

FLOOR PLAN



Please indicate preference on exhibit space contract. Booths assigned on a first-come, first-serve basis.

SPONSORSHIP OPPORTUNITIES

SPONSORSHIP CHOICES

SPEAKER SPONSOR

In addition to the benefits listed on page 5, Speaker Sponsors will receive the following:

- Full Sponsorship: \$3,000 - Prior to the meeting, a promotional email sent to all members and FB post highlighting your speaker of choice and your company as the sponsor.
- Partial Sponsorship \$1,500 - Prior to the meeting, a promotional FB post highlighting your speaker of choice and your company as the sponsor.

Current List of Speakers

- Shannon Bennett, DVM, CVA, CVFT, GDVCHM
- Laurie McCauley, DVM, DACVSMR, CCRT, CVA, CVC
- Susan Neary, DVM, MAOM, MS-PREP, CVA, CCRP
- Nell Ostermeier, DVM, CVA (IVAS)
- Narda Robinson, DO, DVM, MS, FAAMA—**SOLD**
- Allen Schoen, DVM, MS, PhD (Hon.)
- Michelle Schraeder, DVM, MEd, FAAVA
- Lara Sypniewski, DVM, DABVP, CVA, CCRP

Please contact the AAVA office at 931-438-0238 for:

- An updated list of speakers
- Interested in providing in-kind sponsorships for speakers

REGISTRATION BAGS

- Full Sponsorship: \$1,500

NECK WALLET

- Full Sponsorship: \$1,500

PROCEEDINGS

- Full Sponsorship: \$2,000

ON-SITE PROGRAM ADVERTISING

Your company's ad may be placed in the on-site booklet which will include all on-site information.

- Full Page- Inside Front Cover \$500
- Full Page- Inside Back Cover \$500
- Full Page \$350
- Half Page \$250
- Quarter Page \$150

Contact AAVA Office for print specifications.

CONTINENTAL BREAKFAST

FRIDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

SATURDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

SUNDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

AM/PM REFRESHMENTS

FRIDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

SATURDAY (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

SUNDAY - AM (in exhibit hall)

- Full Sponsorship: \$3,000
- Partial Sponsorship: \$1,500

LUNCH

FRIDAY (in exhibit hall)

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

SATURDAY (in exhibit hall)

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

SUNDAY (in exhibit hall)

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

AAVA WELCOME RECEPTION/AWARDS

- Full Sponsorship: \$5,000
- Partial Sponsorship: \$2,500

The reception will be held in the Exhibit Hall on Friday evening.

SPONSORSHIP REGISTRATION

SPONSORSHIP COMMITMENT

PLEASE INDICATE THE SESSIONS /EVENTS YOUR COMPANY CHOOSES TO SPONSOR BY CHECKING THE APPROPRIATE BOXES ON PAGE 6.

- **PLATINUM** (\$5,000+) • **GOLD** (\$3,000-4,999) • **SILVER** (\$1,000-2,999)
- **BRONZE** (\$650-999)

Total Amount of Sponsorship: \$ _____

Company Name: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

PAYMENT

CHECK enclosed in the amount of \$ _____ USD

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CREDIT CARD American Express Mastercard Visa Discover

Card Number: _____

Expiration Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

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VISIT WWW.AAVA.ORG
FOR 2019 AAVA ANNUAL MEETING UPDATES!

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We hope you will consider becoming a sponsor and/or exhibitor at the AAVA Annual Meeting and help to promote a great conference!

LET'S MAKE THE NEXT
AAVA ANNUAL MEETING
A GREAT SUCCESS!

PO Box 803 • Fayetteville, Tennessee 37334
American Academy of Veterinary Acupuncture

