42nd Annual
Invitation to Exhibit
August 2018

Saturday, August 11
Exhibitor Move In

Sunday, August 12
Exhibit Hall open 10:00 AM - 1:30 PM
and 5:30 - 9:00 PM

Monday, August 13
Exhibit Hall open from 7:30-11:30.
Exhibitor tear down after 11:30 AM

Where Independence Begins

Richmond Marriott and Richmond Convention Center
Richmond Virginia

Mariott Special Room Rate Deadline
Wednesday, July 18, 2018
Dear Exhibitor,

You are invited to join us for our 42nd Annual ADED Conference & Exhibits.

Our theme for this year’s conference is “Where Independence Begins”.

**Conference Dates:** August 10th - August 14th, 2018  
(courses, pre-conference workshops and conference)

**Exhibit Hall Dates:** August 12th - August 13th, 2018 (move in Saturday August 11th)

ADED is the only professional organization devoted to meeting the needs of those professionals working in the field of driver rehabilitation. ADED Annual Conference and Exhibits is the only time you will find the largest collection of driver rehabilitation specialists, mobility equipment dealers and equipment manufacturers all in one location, ready to speak with YOU and eager to learn more about what your business has to offer the industry and the consumers we serve. The ADED conference team has worked hard to provide another great program for the conference this year. The conference schedule includes 11 hours of unopposed exhibit viewing time. To keep conference attendees engaged and interactive in the exhibit hall, we will once again offer CDRS continuing education credits for attendance and participation in the Exhibit Hall. This has been a successful strategy for engaging conversations between attendees and exhibitors.

We are working with local consumer organizations and rehabilitation facilities to encourage consumer participation in the exhibits. Local mobility equipment dealers are being encouraged to exhibit and invite their consumers to see the latest in vehicle modifications and adaptive driving technology.

As an exhibitor you will have the opportunity to participate in marketing activities and advertising. Marketing opportunity information is included with this Invitation to Exhibit. Again, this year exhibitors will have an opportunity to participate in product demonstrations that will be held on both Saturday and Sunday. Space is limited, so don’t hesitate to sign-up.

Please accept my invitation to join me and the rest of the conference team in Richmond, VA to be a part of the 42nd ADED Annual Conference and Exhibits.

Sincerely,

Katy Greene, OTR/L, CDRS  
859-797-6889 Cell  
828-855-1672 Fax  
866-672-9466 ADED office number  
exhibits@driver-ed.org  
ADED Exhibit Coordinator
2018 Conference and Exhibit Schedule

Friday, August 10th, 2018
8:00 a.m. to 5:00 p.m. ADED Two-Day Courses
9:00 a.m. to 5:00 p.m. ADED Board Meeting
1:00 p.m. to 5:00 p.m. Exhibitor Registration in the hotel lobby

Saturday, August 11th, 2018
8:00 a.m. to 5:00 p.m. Courses Cont.
8:00 a.m. to 5:00 p.m. ADED Workshops
8:00 a.m. to 9:00 a.m. Exhibitor Registration in Exhibit Hall
9:00 a.m. to 9:30 a.m. Exhibitor Orientation in the Exhibit hall
9:30 a.m. to 10:30 a.m. Vehicle Move-In
9:30 a.m. to 4:00 p.m. Exhibit Set-Up
6:15 p.m. to 9:30 p.m. Product Presentation – offered to Gold Level Sponsors. UNOPPOSED education session.

Sunday, August 12th, 2018
7:45 a.m. to 8:15 a.m. Worship Service
8:30 a.m. to 10:00 a.m. Conference Opening and General Session
10:00 a.m. to 1:30 p.m. Exhibit Hall Opens Silent Auction Opens, Exhibit Hall Open to the Public
12:00 p.m. to 1:30 p.m. Lunch (in Exhibit Hall)
2:00 p.m. to 5:00 p.m. Seminars 1-3
2:00 p.m. to 5:00 p.m. Product Demonstrations in exhibit hall offered to Silver sponsors. Education hours offered!
5:30 p.m. to 9:00 p.m. Exhibit hall: Open to all attendees Reception with Exhibitors & meal included!

Monday, August 13th, 2018
7:30 a.m. to 8:30 a.m. Breakfast in Exhibit Hall
7:30 a.m. to 11:30 a.m. Exhibit Hall Open-Last day!!
8:30 a.m. to 9:00 a.m. Silent Auction closes and winners announced
9:00 a.m. to 11:00 a.m. Soap Box Sessions offered to all vendors; application required. Education hours offered.
11:45 a.m. to 1:00 p.m. Annual Membership Meeting
11:30 a.m. to 5:00 p.m. Exhibit Hall move out
1:00 p.m. to 1:30 p.m. Certification Forum
2:00 p.m. to 5:00 p.m. General Session
6:30 p.m. to 10:00 p.m. Awards Banquet-Dinner

Exhibit Hall Highlights

Exhibitor Registration New this year in the hotel on Friday August 10th from 1:00pm to 5:00pm
Exhibitors can pick up nametags and all other important Exhibit information during this time.

Product Presentations— Saturday August 11th, this will be in the hotel and is part of the Gold Level Sponsorship Package. Please see the Marketing opportunities information to learn how to be participate in this activity.

Product Demonstration, Sunday August 12th, this will be in the Exhibit hall and the presentations will be at the Exhibitors booths. Please see the Marketing opportunities information to learn how to be a Silver Sponsor and participate in this activity. Please note that exhibitors may only be in the exhibit hall if they are participating in the Product Demonstration and should only be there for the minimal amount of time needed to prepare prior to their presentation, the presentation and a short period after the presentation is completed.

Silent Auction runs Sunday August 12th at 10:00 a.m. through Monday, August 13th at 8:30 a.m.
Exhibitor donations are welcome. Contact us at info@aded.net to offer your donations.

Exhibit Hall Activity Starts Sunday August 12th at 10:00 am and will continue during open exhibit hours until Monday August 13th at 11:00 a.m. Attendees will have a chance to win one of SIX $50.00 cash prizes awarded in exhibit hall and at the banquet.

Poster Presentation, Monday August 13th 9:00am – 11:00 a.m. in the Exhibit Hall.

Soap Box Sessions Monday, August 13th 9:00 a.m. -11:00 a.m. Offered to all vendors: application required. Exhibitors secure driver rehabilitation specialist to present mini sessions at their booth. Space is limited!
**Additional Information**

**Exhibit Fee Schedule**
- Note: Your exhibit fees are due by June 15th, 2018 to meet printing deadlines.

\[
10 \times 10 = $1,500 \quad 10 \times 30 = $3,000 \quad 20 \times 20 = $4,000 \quad 20 \times 30 = $6,000 \quad 30 \times 30 = $9,000
\]
Additional spaces are discounted 25%.
Non-profits may be considered for a 50% discount.

**Exhibit Fees Include**
1. Complimentary ADED Conference Registration (s):
   - one for each table space,
   - two for each vehicle space
2. Security
3. One 6’ draped table
4. Two chairs
5. One ID sign
6. One wastebasket
7. Pipe and Drape (10 x 10 booths)

**Hotel Room Reservations**
ADED conference room rate of $149 for single or double occupancy.
ADED rate is only available until July 18, 2018.
Reservations (800) 643-3400
Reservations: [https://aws.passkey.com/e/49412713](https://aws.passkey.com/e/49412713)

**Richmond Marriott Downtown**
500 E. Broad Street, Richmond VA 23219
(804) 643-3400

**Parking:** 24-hour valet ($27/day) and Local lots also available at varied rates *prices subject to change*

**Transportation**
Airport– Richmond International Airport 7 miles from the hotel. Airport code RIC
Ground Transportation–Ground transportation is available to/from Richmond Airport (RIC)
Taxi: rates vary per company, approximately $40 one way  *rates subject to change*

**Dress**
Business casual is recommended for all sessions and receptions. ADED Awards Banquet dress is cocktail/evening attire.

**Exhibit Hall Information**
Greater Richmond Convention Center
403 North Third Street
Richmond, VA 23219
(804) 783-7300

**Exhibit Services/
Decorator Information**
Geo E. Fern Company

**Additional Exhibit information**
Katy Greene, ADED Exhibit Coordinator
859-797-6889 cell  828-855-1672 fax
exhibits@driver-ed.org

**Additional ADED information**
www.ADED.net
info@aded.net
866-672-9466
Please reserve space for our exhibit at the ADED Annual Conference. If your choice of space has been allocated, we request ADED to assign us what it considers best of available space.

EXHIBITOR STATEMENT: We understand that this application becomes a contract when signed by us and accepted by ADED. We agree to abide by all rules, regulations, and restrictions outlined in this contract and in the prospectus.

Please print or type (NOTE: Please give 3 choices)

1st Choice (s) __________ Total number of spaces ______
2nd Choice (s) __________ Total Price of spaces $________
3rd Choice (s) __________

10 x 10 = $1,500 10 x 30 = $3,000 20 x 20 = $4,000 20 x 30 = $6,000 30 x 30 = $9,000
*Additional spaces are discounted 25%. *Non-profits may be considered for a 50% discount.

Company/Organization: ____________________________
Address: _________________________________________
City/State/Zip: _____________________________________
Telephone: __________________ Fax: ____________ Date: _________________
By: ___________________ Name/Title: _________________________
Email: ________________________________________________
Name of an exhibit representative and cell phone number who will be present: _______

INSURANCE–MANDATORY A. Exhibitor agrees to maintain adequate insurance to fully protect ADED, Inc. and its affiliates, co-sponsors, service contractors and the Hall and Hall Management from any and all claims, arising from Exhibitor’s activities including, but not limited to, the installation, operation and dismantling of Exhibitor’s display. The foregoing insurance requirement includes claims under the Worker’s Compensation Act or for personal injury, death, or for damage to property. Exhibitor understands that neither ADED, Inc nor the Hall maintains insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance. B. Exhibitor is responsible for any and all damages caused by Exhibitor or Exhibitor’s agents, employees or guests. Exhibitor agrees to indemnify, defend and hold harmless ADED, Inc, its affiliates, subsidiaries, agents, assigns and employees from and against any liability for loss or damage of any kind, which Exhibitor may directly or indirectly cause. C. Exhibitors in the Show must carry: Statutory limits for workers’ compensation coverage; and Commercial general liability including products and completed operations, independent contractors' personal injury and blanket contractual liability insurance limits of at least $1,000,000 per occurrence, $2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. The certificate must name ADED, Inc as additional insured and be provided to Exhibits Coordinator at least 30 days before the proposed exhibit date.

Deadline for fees is June 15, 2018
Invoices will be emailed prior to the above deadline to the address listed above and marked to the attention of the person listed above.

Return one copy of this form to:
ADED Executive Office
200 1st Ave. NW #505
Hickory, NC 28601 Fax (828) 855-1672
ADED is committed to maximizing your marketing opportunities and brand recognition through direct interaction with conference attendees. Each sponsor package is designed to meet your budget, enhance and expand messaging as well as offer more face time and interaction with ADED conference attendees. Packages not for you? Check out our à la carte options.

Deadline to meet print publications: May 15, 2018
Sponsor to provide: Completed sponsorship order form, company logo, artwork if requested

Conference dates: 8/10-14/18 Exhibitor move-in day: 8/11/18

Sponsorship Order Form

Company

Primary contact name & email address

Address

City, State Zip

Phone

Method of Payment:

☐ Check  ☐ Bill Me  ☐ AMEX  ☐ Visa  ☐ MasterCard  ☐ Discover

Select Package:

☐ BRONZE  $500
☐ SILVER  $2,500*
☐ GOLD  $3,500*

*Pick one item:

à la Carte item: ________________________________ $________

Total: $________________

Credit Card #

Signature ___________________________ Exp. Date ____________

ADED • 200 First Ave NW #505 • Hickory NC 28601 • Phone: 866-672-9466 • Fax: 828-855-1672
Email: exhibits@driver-ed.org
**Gold Package**

- **FREE ADVERTISING:** 1/8 page advertisement in Preconference News Brake, ADED’s newsletter.
- **PRODUCT PRESENTATIONS:** Unopposed time Saturday evening, offered as education seminar
- **Pick One**—see box for options
- **LIMITED AVAILABILITY-**first come, first served
- **INCLUDES** Bronze Package benefits

**Silver Package**

- **FREE ADVERTISING:** 1/8 page advertisement in Preconference News Brake, ADED’s newsletter.
- **PRODUCT DEMONSTRATION:** offered as an education seminar Sunday afternoon
- **Pick One**—see box for options
- **LIMITED AVAILABILITY-**first come, first served
- **INCLUDES** Bronze Package benefits

**Bronze Package**

- **TOTE BAG STUFFER:** provided by company, inserted into conference tote bag. **Items limited to one promotional item per company**
- **FREE LISTING** in conference program am
- **FREE LISTING** in Preconference News Brake, ADED’s newsletter
- **RECOGNITION:** Company recognition on thank you signage at breaks.

**Company Recognition Only**

- Exhibit Hall Prizes
- Banquet Decorations

**À la Carte Items**

- SEMINAR SPONSOR w/company logo [3 opportunities available] **$500**
- INSIDE FRONT COVER Program Book [1 opportunity available] **$500**
- INSIDE BACK COVER Program Book [1 opportunity available] **$500**
- DIVIDER PAGES Program Book [6 opportunities available] **$250**
- SPIRIT OF CRESCENT INDUSTRIES SPONSORSHIP [Sponsor attendee at conference] **$1,250**
- NEW ATTENDEE RECEPTION-Fri PM [1 opportunities available] **$500**

**Deadline for print materials:** **May 15, 2018**

* **Pick One:** for Gold and Silver level Packages only

- FRONT COVER ARTWORK
- NOTE PADS
- LANYARDS
- BACK COVER ARTWORK
- DOCUMENT HOLDER
- MINI FLASHLIGHTS
- TAPE MEASURE
- CLIPBOARD
- CELL PHONE HOLDERS
- TOTEBAGS
- WELCOME SIGNAGE
- USB CAR ADAPTOR
- SCHEDULE CARDS
- KEYNOTE SIGNAGE
- STONE CAR COASTER
- ROOM KEY CARDS
- BANQUET SIGNAGE
- TIRE GAUGE
CALL FOR PRESENTATIONS

2018 Soap Box Sessions
Monday, August 13, 2018 9:000-11:00 AM

DEADLINE FOR SUBMISSIONS: May 15, 2018

Program details:

• Coordinated between exhibitor and a driver rehabilitation specialist (DRS) and only offered for 2 hours on Monday, August 13 from 9:00-11:00 AM.
• The presenter, a DRS of your choosing, conducts a variety of mini-seminars, each 15 minutes long, over the course of the 2-hour block of time.
• The 15-minute mini-seminars will be conducted by the DRS focusing on how they apply your product(s) in their practice. **Helpful hint:** case studies are favored by attendees.
• The mini-seminars are held at the exhibitor’s booth and can include handouts, poster display and/or other methods of demonstration:
  • From 9:00-11:00 AM on Monday morning, attendees will rotate every 15 minutes between the participating exhibitors to hear the mini-seminars.
  • At the conclusion of each mini-seminar, the DRS & exhibitor issues a sticker to the attendee worth .25 contact hours. **Attendees have to earn 4 stickers to equal 1 contact hour for a maximum of 2 hours.**
  • The presenter is eligible to earn 2 contact hours for presenting for the full 2-hour block of time. *(That’s your “carrot” to get them to present at your booth!)*
• There is NO charge to participate to exhibitors; must have an exhibit booth to participate.

IMPORTANT: The exhibitor is responsible for recruiting the DRS presenter, submitting required documentation and all AV/etc. needs at booth.

➢ Submit the application electronically by May 15 to ensure your spot on the Soap Box Sessions listing.
➢ Application can be found at [www.aded.net](http://www.aded.net) or by e-mailing us at info@aded.net.
➢ Space is limited to 18 exhibitors! Limited to one slot per exhibitor, only completed applications will be considered.

Contact hours offered:

• Up to 2 contact hours offered to soap box session presenter (must be a driver rehab. specialist).
• Attendees can earn up to 2 hours.

DEADLINE FOR SUBMISSIONS: May 15, 2018
Exhibit Rules

1. ADED acts for exhibitors and their representative in the capacity of agents, not as principal. ADED assumes no liability for any act of omission in connection with this agency. Exhibitor shall be fully responsible to pay for any and all damages to property owned by Greater Richmond Convention Center owners or managers which result from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless ADED, Greater Richmond Convention Center owners or managers, officers, or director, agents, employees, subsidiaries, and affiliates, from any damages or charges resulting for exhibitor use of the property. Exhibitor liability shall include all losses, costs, damages, or expense arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invites which arise from or out of the exhibitor’s occupancy and use of the exhibition premises, the hotel or any part thereof.

2. ADED determines eligibility of any company or product for exhibit and may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with ADED’s character or purpose.

3. Space assignments will be assigned in the order of receipt of application with consideration given to exhibitors wishing to avoid assignment of space adjacent to competitors. Space will not be secured until exhibit fees have been received.

4. All space cancellations must be in writing. If received on or before June 15, 2018, 100% of the exhibitor fee will returned. June 15–July 13, 2018: 25% will be FORFEITED. There are NO REFUNDS FOR SPACE CANCELED AFTER JULY 13, 2018.

5. ADED reserves the right to assign labor to set up any exhibitor that is not in the process of begin erected at least one hour prior to the official opening of the exhibit hall. The charge for this labor will be paid by the exhibitor.

6. ADED cannot guarantee against loss or damage of any kind, but will endeavor to protect exhibitors by providing security in the exhibit hall during the time exhibits are set up. Exhibitors wishing to insure their exhibit materials against theft, damage, fire accident, or loss of any kind must do so at their own expense.

7. Subletting space is not permitted. Two or more firms may not exhibit in a single space unless arrangements are made with ADED.

8. Exhibitors are prohibited from attaching anything to any surface on hotel property. Violators will be responsible for resulting damages.

9. Exhibitor Appointed Contractor - In the event an individual exhibitor chooses to utilize its own contractor (EAC) to provide any of the services that Fern Exposition Services, LLC may otherwise perform under this Agreement, the show organizer will work with Fern Exposition Services, LLC to advise the exhibitor of the mutually agreed upon policy to prohibit any EAC from working at the event unless the exhibitor seeking to use the EAC delivers to the show organizer at least forty-five (45) days prior to each event’s exhibitor move-in date: (i) a written statement setting forth the identity and intended use of the EAC, and (ii) a certificate of insurance coverage which has named Fern Exposition Services, LLC and show organizer as additional insured on the EAC’s policies, excluding workers’ compensation insurance.

10. Any distribution of food or beverage at the exhibit booth must be approved by ADED and be within the confines of requirements of the Greater Richmond Convention Center.

11. Interviews, demonstrations, distribution of literature, samples, and detailing should take place inside booths in order to avoid infringement on rights and privileges of other exhibitors.

12. ADED may withhold or withdraw permission to distribute souvenirs, advertising or materials it considers objectionable.

13. All exhibitors are required to have their exhibit space neat and orderly at all times.

14. All exhibit materials, including decorations, exhibit display, motion picture projectors and apparatus must conform to fire regulations and electrical codes of the exhibitor hall.

15. Smoking is not allowed in the exhibit hall.

16. No booth may be dismantled until closing of the show on the final day.

17. ADED requests that exhibitors allow attendees to photograph any product of display in the exhibit hall.

18. Exhibitors or their representative who fail to observe these conditions or contract, or who, in ADED’s opinion, conduct themselves unethically, and may be dismissed from the exhibit hall without refund or appeal for redress.

19. No educational or social programs, including hospitality suites, may be scheduled during the ADED program, social functions, or exhibitor hours. Exhibitors must notify ADED of all potential functions schedules to get approval and ensure minimal conflict.

20. INSURANCE–MANDATORY Exhibitor agrees to maintain adequate insurance to fully protect ADED, Inc. and its affiliates, co-sponsors, service contractors and the Hall and Hall Management from any and all claims, arising from Exhibitor’s activities including, but not limited to, the installation, operation and dismantling of Exhibitor’s display. The foregoing insurance requirement includes claims under the Worker’s Compensation Act or for personal injury, death, or for damage to property. Exhibitor understands that neither ADED Inc. nor the Hall maintains insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance. B. Exhibitor is responsible for any and all damages caused by Exhibitor or Exhibitor’s agents, employees or guests. Exhibitor agrees to indemnify, defend and hold harmless ADED, Inc., its affiliates, subsidiaries, agents, assigns and employees from and against any liability for loss or damage of any kind, which Exhibitor may directly or indirectly cause. C. Exhibitors in the Show must carry: Statutory limits for workers’ compensation coverage; and Commercial general liability including products and completed operations, independent contractors’ personal injury and blanket contractual liability insurance limits of at least $1,000,000 per occurrence, $2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. The certificate must name ADED, Inc as additional insured and be provided to Exhibits Coordinator at least 30 days before the proposed exhibit date.