

# **2018 ASPR ANNUAL CONFERENCE TRANSFORM**

## **SPONSOR & EXHIBITOR INFORMATION PACKET**



April 21 - 25, 2018  
Sheraton Grand Chicago  
Chicago, Illinois



# About the Conference

## Hello Prospective and Returning Exhibitors and Sponsors,

This April, ASPR will host our 2018 Annual Conference, a must-attend for all in-house physician recruiters. Our agenda will include revamped learning tracks, recruiter-sourced content, not-to-be-missed keynote speakers, and innovative sessions geared to professionals at all levels. ASPR's educational offerings provide content that in-house physicians can't get anywhere else, and you will not want to miss it!

Booth space sells out quickly, so this year we are trying something a little different. We've also made many changes to our sponsorship program. To give everyone a chance to review the changes, exhibit and sponsor online registrations will be taken starting Monday, October 16 at 12pm CT.

The team is ready to answer questions. Of course, we have a waiting list if you don't register soon enough. Make sure you check out our new Innovation Theater vendor sessions (separate submission required) ([www.aspr.org/2018\\_exh\\_innov](http://www.aspr.org/2018_exh_innov)) and our new Conference Scholarship sponsorship to help more in-house recruiters attend this once-a-year event.

ASPR 2018 will be held in Chicago, where we expect to surpass our record-setting turnout from last year. More than 600 in-house physician professionals will be there for you to build partnerships with, network, learn, and exchange ideas. We've revamped our exhibit hall to provide unique opportunities to showcase your organization and make an impact with this group of health care leaders.

We look forward to seeing you in Chicago!



**Carey Goryl**  
Executive Director



**Allen Kram**  
Vendor & Partner  
Relations Co-Chair

## Why Exhibit?

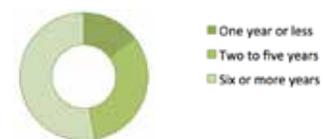
- **Meet 600 in-house professionals** who recruit, retain, and onboard physicians and advanced practice providers for their employers
- **Exclusive access** as this is the only event of its kind
- **Reach decision-makers** with three-quarters having sole or shared decision-making responsibility for new and continuing vendor relationships
- **More than 12 hours** of unopposed exhibit time

ASPR is the largest association for in-house recruitment professionals!

### Title



### Years of Experience



### Generation



## Planning Calendar

*Exhibitor and Sponsorship registration will open Monday, October 16, 2017 at 12pm CT.*

### Deadlines

- December 15** • Registration for an exhibit island ends
  - Early bird exhibitor discount ends
  - Listing in the registration brochure as a conference sponsor
- January 31** • Buyers Guide/Ads Deadline for JASPR
- February 20** • Last day to receive 50% refund if needing to cancel. No refunds after this date
- March 1** • Ads and sponsorship listings to be included in the onsite program due
  - Exhibit booth assignments to be distributed
- March 30** • Email Prize (\$100 max value) for the ASPR Bingo mobile raffle to Bridget Fox
- April 2** • If rooms are still available, last day to reserve within the ASPR room block
  - Last chance to register for the 5K Run/Walk and secure a race shirt (onsite registrations are accepted but shirts are not guaranteed)

## Tentative Exhibitor Schedule\*

### Exhibitor Move-in

Sunday, April 22 — 9:00 a.m. – 3:00 p.m.

### Mandatory Exhibitor Meeting

Sunday, April 22 — 1:00 p.m. – 1:30 p.m.

### Exhibit Hall Open

Sunday, April 22 — 5:00 – 7:30 p.m.

Monday, April 23 — 8:00 a.m. – 4:15 p.m.

Tuesday, April 24 — 8:00 a.m. – 1:15 p.m.

*\*Exhibit Hall schedule subject to change*

### Exhibit Hall Move Out

Tuesday, April 24 — 1:15 – 4:15 p.m.

***Exhibitors are required to remain set up until teardown time at 1:15 p.m. Exhibitors not found in compliance will be fined an Early Departure fee of \$1,000.***

## Cost

### 8' x 10' Booths

Early Bird Rate: \$2,500 by December 15

Regular Rate: \$2,900

### Corner (limited quantity)

Early Bird Rate: \$3,000 by December 15

Regular Rate: \$3,400

***Corner booths are any booths in the exhibit hall made up of one booth with only one side touching another booth.***

### End Cap (limited quantity)

Early Bird Rate: \$5,400 by December 15

Regular Rate: \$6,000

***End Caps are two booths placed together at the end of a row of booths with three sides of the booths open to aisles.***

### 16' x 20' Islands (limited quantity)

\$12,500

Those wishing to purchase an island must commit to a sponsorship of no less than \$10,000. Please contact Bridget Fox at [bridgetf@aspr.org](mailto:bridgetf@aspr.org) by December 15, 2017.

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

All payment must be received within 30 days to confirm sponsorship.

**Written cancellation notice must be received via email ([bridgetf@aspr.org](mailto:bridgetf@aspr.org)) by February 20, 2018, to receive a 50% refund. No refunds will be given after this date.**

# Conference Sponsorship Options

## New this year!

Extend your brand identity and marketing reach with an engaging and visible presence at the 2018 ASPR Annual Conference with one of our themed packages. Take advantage of the opportunity to tie your brand identity to ASPR and the educational content of this conference.

## All sponsorship opportunities are first-come, first-served.

### All Sponsorships Over \$12,000 Receive:

- Logo included in all ASPR pre-conference promotional emails and website
- Electronic list of final attendees with full contact info email after conference
- Ability to have an island booth
- Recognition in master PPT slides
- Post conference email to ALL members
- Logo recognition on signage at conference

## Innovation Theater: \$7,500

Eight available



Attendees will have the opportunity to enjoy education sessions provided by you in a relaxed environment. You'll be center stage (literally, a round stage in the middle of the exhibit hall).

ASPR is looking for unique and innovative product or service demonstrations that share something new with attendees. Have a new app, or new product or service line? This is the perfect opportunity to showcase it. Think brief, fast paced, and visual. These sessions will run concurrently with the three conference breakout educational sessions on Monday and Tuesday.

Presentations (uploaded ahead of time) will be projected on three screens surrounding the stage. Speakers will be provided a wireless mic and laptop computer. Wi-Fi is expected to be available (bandwidth not guaranteed).

A separate application is required for Innovation Theater and requires a title, name of speaker(s), learning objectives and a description of your presentation: how it is unique, innovative, or a new product.

### Click here for the link to apply

[www.aspr.org/2018\\_exh\\_innov](http://www.aspr.org/2018_exh_innov)

### All Innovation Theater participants receive:

- Logo and branding recognition within the stage area
- Opportunity to present one 25-minute session and distribute material (two presentations are scheduled a one-hour time block with a 10-minute intermission)
- Interact directly with attendees to sell or demonstrate your product in new and exciting ways
- Logo recognition on conference signs and Innovation Theater signs

## Attendee Conference Scholarship Sponsorship: \$3500 per scholarship



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

Through this sponsorship, ASPR provides the opportunity to offer scholarships to in-house recruitment professionals. Whether sponsors are looking to honor someone — past employee, industry icon, etc. — or support educational advancement within the industry, working with ASPR to administer a branded scholarship shows support of ASPR's mission. Sponsors will strengthen their image and raise awareness of their brand (or an honoree) within the industry.

### ASPR will:

- Create a customized, branded scholarship with eligibility criteria determined by the sponsoring company
- Create a branded online application
- Post scholarship information at ASPR.org, including a link to the sponsor's website and brief company or brand description
- Brand, award, and publicize (via social media and email communication) the scholarship as the ASPR Scholarship sponsored by [Sponsoring company's name], before, during, and after the ASPR Conference
- Fully administer the scholarship:
  - Create online scholarship application and submission process
  - Collect completed applications
  - Review applications
  - Select scholarship recipient(s)
  - Communicate with scholarship recipient(s) and applicants not selected
  - Reimburse recipient expenses
  - Recognize sponsor and recipient(s) at opening event
- Company name listed on conference signs
- Share applicant names and contact information with permission

### Sponsor Responsibilities

- Determine number of scholarships offered by your company
- Note any desired scholarship criteria. ASPR staff will confirm (sponsor can also leave the terms of the scholarship up to the ASPR board of directors)
- Promote the scholarship opportunity through your marketing channels
- Fund the scholarship(s) at \$3500 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 (other than the extra gratitude from more attendees!)



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## Content Is King Sponsorship

First Tier: \$30,000

**One available**

- Introduce the keynote speaker (five minutes)
- Address attendees
- One table for promo outside keynote (sponsoring company is responsible for placement of these items). No more than two promotional signs may be placed in the room, location at discretion of staff
- Opportunity to place promotional materials at tables in room
- Meet with attendees and keynote (book signing, photo booth during non-exhibit hall hours; must be pre-approved by ASPR)
- Company logo on conference attendee **registration bags** (bag and artwork must be approved by ASPR)
- Signage at the keynote presentation and conference
- Two full-page ads in the conference onsite program
- Verbal recognition preceding event
- Logo in conference agenda

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## Content Is King Sponsorship

Second Tier: \$20,000

**One available**

- Introduce plenary speaker (five minutes)
- Company logo on conference attendee **lanyards**
- Signage at the plenary presentation and conference
- Half-page ad in the conference onsite program
- Verbal recognition preceding event
- Logo in conference agenda
- Place promotional materials at tables
- One table for promo outside plenary speaker

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## Content Is King Sponsorship

Third Tier: \$15,000

**One available**

- Company logo on conference host hotel's **attendee room keys**
- Signage outside fellowship rooms
- Quarter-page ad in the conference onsite program
- Verbal recognition preceding event (Saturday and Sunday)
- Logo in conference agenda
- Address attendees at 101, 201 and 301 (approx. 200)
- One table for promo outside fellowship
- Place promotional materials at tables

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## Content Is King Sponsorship

Fourth Tier: \$3,000

**Six available**

- Signage outside breakout room for the day
- Verbal recognition preceding event
- Logo in conference agenda
- Place promotional materials at tables

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## Business Never Stops Sponsorship: \$20,000

**One available**

- Exclusive sponsorship of conference **mobile app**
- Wi-Fi (sponsor sets the password)
- Banner Ad on attendee confirmation email
- Signage at business center lounge
- Half-page ad in the conference onsite program

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## Official Party Sponsorship: \$15,000

**One available**

- 8 tickets for additional guests to attend event
- Dedicated email to attendees about Celebration Sponsor
- Private area for hosting clients
- Logo on Band/DJ Booth
- 10+ additional drink tickets
- Logo on drink tickets to distribute to clients
- Signage at the Monday evening event
- Quarter-page ad in the conference onsite program
- Verbal recognition preceding event
- Logo in conference agenda
- Address attendees (5 minutes)

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## Newbie Sponsorship: \$11,000

**One available**

- Signage at the new member/first time attendee reception
- Address attendees (approx. 200) (5 minutes)
- Verbal recognition preceding event
- 4 company representatives may attend
- May provide a gift
- Logo in conference agenda

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## You Can't be Missed Sponsorship: \$10,000

### One available

Display 2 signs throughout the immediate registration area to increase your visibility during and after the show. Every attendee will see your name, logo and booth number as they pick up their badge!

- Distribute branded pens and notepads
- Distribute additional gift if desired

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## On the Record Sponsorship: \$10,000

### One available

- Background attendee video testimonials will have the sponsoring company and ASPR logo in Video Lounge
- Can record own testimonials with clients (up to 5)
- Year-round exposure in ASPR videos
- Signage for Video Lounge

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## Foodies Sponsorships: \$8,000

### Two available (Monday or Tuesday)

- Sponsor of food and seating area in the exhibit hall
- Can provide logoed napkins
- Signage Monday or Tuesday (or both)
- Opportunity to place promotional materials at tables

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## For a Good Cause Sponsorships: \$6,000

### Six available

- Company logo included on the 5K t-shirt provided to all attendees participating in the 5K Walk/Run by ASPR
- Logo on 5K Race Banner
- May provide a gift to runners
- May provide an additional donation to selected charity



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## Everyone Needs a (potty) Break Sponsorship: \$5,000

### One available

Place fun and innovative mirror clings in the restrooms located on the show floor letting attendees know about your product and the location of your booth.

- Unique signage (make it fun!)
  - Included in all restrooms near conference rooms
- Be the talk of the conference!

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## Wakey Wakey Sponsorships: \$3,500

### Three available

Help us wake everyone up! You'll be the most loved sponsor at the conference!

- Can provide logoed napkins
- Coffee station in the aisle near your booth
- May provide a coffee mug/travel mug gift
- Signage on coffee station
- Place promotional materials near coffee station

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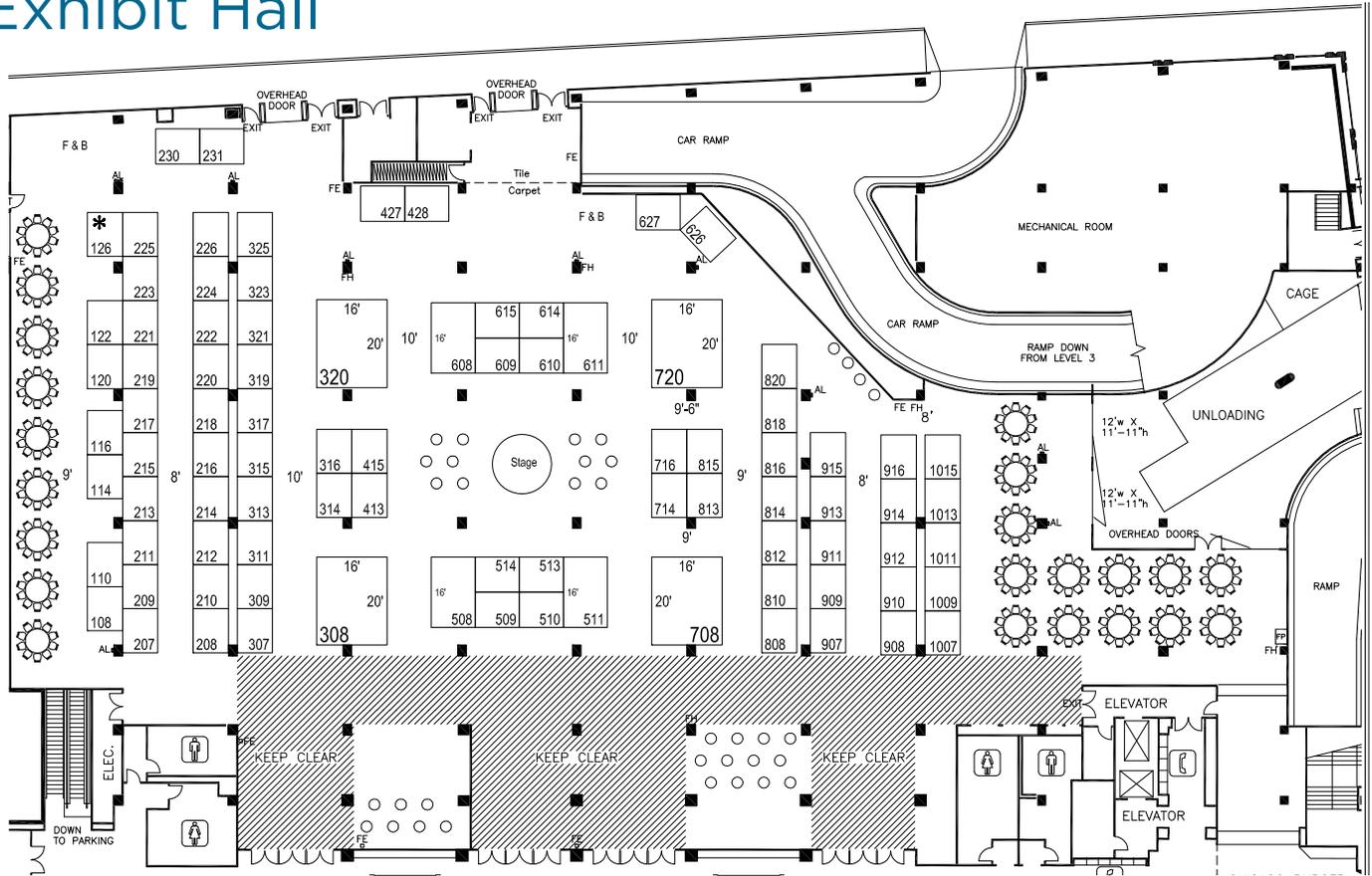
## Hydration and Libation Sponsorships: \$3,500

### Six available

- Opportunity to provide logoed napkins
- 10 additional drink tickets at opening and Monday night celebration to distribute to clients
- Break sponsor signage on break station
- Verbal recognition preceding opening reception

Visit [www.aspr.org/conf\\_exhibit\\_spons](http://www.aspr.org/conf_exhibit_spons)  
to register online.

# Exhibit Hall



Only one company per 8x10 exhibit space will be permitted. The primary company contact listed on the sponsor and exhibitor application will receive a status notice that your exhibit registration has been accepted, waitlisted, or denied within 10 business days of submission.

## All 8'x10' 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'x10' exhibit booths will be limited to 4 representatives (2 included with registration and an additional 2 with added registration fees). Island exhibit booths (16'x20') will be limited to a maximum of 16 representatives (8 included and an additional 8 with added registration fees).

Any additional individuals 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 (1) complimentary set of attendee mailing labels. Labels will be emailed to the primary contact in mid-April. This list of mailing labels will include all registered attendees as of April 1, 2018.

# Exhibiting Information

## Registering Your Exhibitor Representatives

You may register additional representatives starting in March. This opportunity will be given to those whose 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:

- Early bird rate is \$500 until March 30, 2018.
- After March 30, 2018, regular rate is \$550.
- Onsite rate is \$600.

No refunds will be provided for representative registrations, but the names may be changed prior to March 30, 2018. 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. Booth assignments will be emailed to your primary contact on or before March. A final confirmation with important onsite information will be sent to all exhibitor representatives on record.

## Eligibility to Exhibit

All exhibitor applications are subject to review and approval by ASPR. 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 ASPR. We reserve the right to refuse space to any company that has failed to meet prior financial commitments to ASPR, or whose products or services, in the opinion of ASPR, do not meet the educational or practice needs of ASPR members. ASPR reserves the right to limit the number of exhibitors in a given product or service category.

## Exhibit Cost

### 8'x10' booths:

Early Bird Rate: \$2,500 by December 15

Regular Rate: \$2,900

### Corner (limited quantity):

Early Bird Rate: \$3,000 by December 15

Regular Rate: \$3,400

*Corner booths are any booths in the exhibit hall made up of one booth with only one side touching another booth.*

### End Cap (limited quantity):

Early Bird Rate: \$5,400 by December 15

Regular Rate: \$6,000

*End Caps are two booths placed together at the end of a row of booths with three sides of the booths open to aisles.*

### 16' x 20' Islands (limited quantity):

\$12,500

Those wishing to purchase an island must commit to a sponsorship of no less than \$10,000. Please contact Bridget Fox at [bridgetf@aspr.org](mailto:bridgetf@aspr.org) by December 15, 2017.

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

All exhibit set-up and materials must stay within the given footprint layout set by ASPR.

## Security

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

## Non-Contracted Exhibit Space

Any person, firm, or organization not having contracted with ASPR 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

ASPR 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 requests to the extent we can, but cannot guarantee you will be assigned to any of the spaces requested or not be placed near a competitor.

## Booth Height Restrictions

### In-Line Booths (includes Corner Booth):

All exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'. All display fixtures over 4' in height and placed within 8' of an adjoining exhibit must be confined to that area of the exhibitor's 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 8'.

## 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 packages 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

- Attaching/hanging marketing materials from the ceiling in the exhibit hall is not allowed.
- Exhibiting companies that wish to provide food/beverage for attendees must order directly through the hotel.
- Lead retrieval systems will not be used at the ASPR Annual Conference.
- Interactive displays (photo booths, money machines, etc.) must be approved by ASPR 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.



## It's Raining Gifts!

### ASPR Bingo Raffle Is on Mobile!

80% 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 pm Tuesday, April 24 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 (completely optional) in the Mobile Bingo Raffle program, please indicate on your exhibitor registration. Prizes may not exceed \$100 in value. You must be available to personally present your prize at the ASPR business meeting on Tuesday afternoon (at approx. 2:15 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. ASPR is not responsible for any prizes that are won and not collected.

## 5K Run/Walk

Back by popular demand! This event will take place on the morning of Monday, April 23, 2018. Exhibitors are encouraged to sign up by Monday, April 9 in order to secure a race shirt. It is a great sponsorship opportunity!

## Advertising Options for the Onsite Program Book

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

*Quarter page ads only available as part of select sponsorship packages.*

Costs and Sizes		No Bleeds
Full page ad (8"w x 10.5"h)		\$1,000
Half page (8"w x 5"h)		\$500
		Full Bleeds
Full page ad (8.5"w x 11"h trim, 9"w x 11.5"h with bleeds)		\$1,200
Half page (8.5"w x 5.5"h trim, 9"w x 6"h with bleeds)		\$700

### Ads due: March 1, 2018

Files must be 300 DPI or higher and in PDF format. Please purchase and upload your ad through a separate registration here: [www.aspr.org](http://www.aspr.org).

### Complimentary inclusion in the ASPR Buyers Guide

ASPR is pleased to offer an annual Buyers Guide that focuses on sharing contact information of vendors and companies associated with ASPR and the industry. The ASPR Buyers Guide will be included in the printed 2018 Spring edition of JASPR, the official publication for ASPR with distribution of 5000.

The Buyers Guide will also be available electronically through the end of 2018 at [www.aspr.org](http://www.aspr.org). Basic listings in ASPR's 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.

Basic listings can be upgraded to an enhanced premium listing for increased visibility. Listings may be upgraded to include your company logo, description (up to 50 words) and a premium location. Enhancing your listing will better draw attention to your organization. This publication aims to be **the** document in every in-house recruitment professional's desk or office.

# Policies, Terms and Conditions (aka the fine print)

All policies will be firmly enforced. Exhibitors must agree to adhere to all ASPR guidelines, policies, and procedures when submitting an application to exhibit.

## Use of ASPR Name or Logo

ASPR'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/or after the conference. ASPR 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 ASPR Annual Conference, you may be photographed or recorded on audio and/or video. These items may be used in promoting future conferences or in other marketing related to ASPR. 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 ASPR functions from Saturday, April 21 through Wednesday, April 25.

## Early Departure Penalty: \$1,000

To enhance the experience of attendees in the exhibit hall, ASPR requires all exhibit booths remain fully set up and attended by a company representative until the specified tear-down time. ASPR 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 following annual conference and the company will be placed at the bottom of the list for booth assignments at the next annual conference.

## Exhibit Materials and Activity

ASPR 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 ASPR's exhibit manager.

## Force Majeure

If ASPR 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. ASPR is not responsible for any other costs incurred by pre-registrants/exhibitors in connection with the conference.

## Cancellation Policy

Written cancellation notice must be received via email ([bridgetf@aspr.org](mailto:bridgetf@aspr.org)) by February 20, 2018, to receive a 50% refund. No refunds will be given after this date.

## Insurance and 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

**Exhibit Installation & Dismantling:** The installation and dismantling of prefabricated displays is the under the jurisdiction of the local Carpenters Union. However, two (2) full time exhibiting company employees may work without union labor for one (1) hour on the installation (move-in) and for one (1) hour on the dismantle (move-out) on booths that are larger than 8'x10'. Any work beyond 1 hour will require union labor. Full time employees of exhibiting companies may work in booths 8'x10' and smaller without utilizing Carpenters Union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Exhibitors may use manual hand tools (hammers, screwdrivers, ratchets, etc.) within booth size and time limitations.

**Material Handling Services:** All material handling, freight, and dock operations are under the jurisdiction of the Local Teamsters Union. Teamsters Union employees are responsible for the unloading and reloading of all materials, including the operation of all mechanized material handling equipment.

One individual from an exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The use of dollies, hotel baggage carts, other carts, or any mechanized equipment by exhibitors is prohibited.

## Register

Exhibit and sponsorship registration must be completed online. Paper registrations will not be accepted. Visit [www.aspr.org/conference](http://www.aspr.org/conference) to register online.

## Lodging Information

The room block at the Sheraton Grand Chicago will open in March. You will not be able to book a room in the ASPR block before this time.

Sheraton Grand Chicago  
301 E North Water St., Chicago, IL 60611  
Rate: \$249.00 single/double  
Cutoff date: April 2, 2018

Please note: A non-refundable deposit will be required. Please remember to cancel all unnecessary rooms held by your company so ASPR hotel rooms do not go unused.

## ASPR Staff Contacts

Bridget Fox, CMP	Sarah Ewald
ASPR Meeting Planner	ASPR Sponsor and Exhibitor Sales
651-265-7855	(651) 379-7301
<a href="mailto:bridgetf@aspr.org">bridgetf@aspr.org</a>	<a href="mailto:sarahe@aspr.org">sarahe@aspr.org</a>



# ASPR

Association of Staff Physician Recruiters  
1000 Westgate Drive, Suite 252  
Saint Paul, MN 55114  
1 (800) 830-ASPR  
[www.aspr.org](http://www.aspr.org)

## **ASPR Leadership**

### **Conference Planning and Chairs**

Robin Schiffer, FASPR  
Scott Manning  
Kathy Gresham

### **Content Strategy Advisory Panel**

Laura Screeney, FASPR

### **Fellowship Committee**

Kate Kaegi, FASPR  
Steve Jacobs

### **Board of Directors**

Frank Gallagher, President  
Lynne Peterson, FASPR, President-Elect  
Kate Rader, FASPR, Treasurer  
Donna Ecclestone, FASPR, Secretary  
Aisha DeBerry, FASPR  
Bruce Guyant, FASPR  
Joelle Hennesey, FASPR  
Jennifer Fedderson, FASPR  
Robin Schiffer, FASPR

### **Executive Director**

Carey Goryl, CAE

These individuals can be contacted directly or through the ASPR office at 1 (800) 830-ASPR.