

APRIL 6-10  
2019



ANNUAL CONFERENCE  
**re·cruit·ment**  
REDEFINED  
ASPR: LEADING FORWARD  
ORLANDO, FLORIDA

# SPONSOR & EXHIBITOR INFORMATION PACKET

REGISTRATION OPENS 10/22  
EARLY BIRD PRICING ENDS 12/17

# ► Why Exhibit?

- **Meet over 600 in-house professionals** who recruit, retain and onboard physicians and advanced practiced providers for their employer.
- **16 total hours** of exhibit time.
- Affectionately known as the ‘Superbowl’ of this industry, you have an **all-access pass** to this one-of-a kind event.
- **Rub elbows with a majority of the decision makers** who decide new and continuing vendor relationships.

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

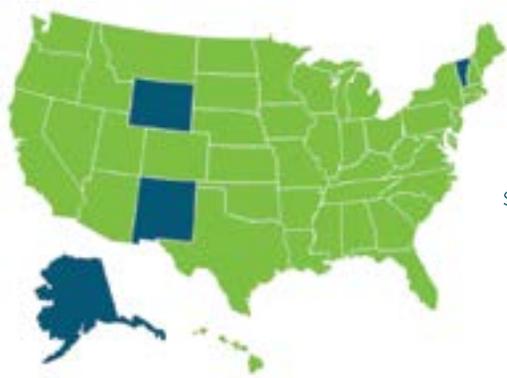


**600+**  
attendees



## Title

- Recruiter
- Director/Executive
- Manager
- Coordinator/Assistant
- Senior Recruiter
- Vice President
- Chief Executives / Presidents



**46**  
states represented



## Generation

**30%**

Baby Boomers

**41%**

Gen X

**29%**

Millennials

## Years of Experience



**30%**

of attendees are certified Fellows

## Planning Calendar

Exhibitor and Sponsorship registration will open Monday, October 22, 2018 at 12pm EST.

## Important Dates:

### November 16

- Registration for an exhibit island ends
- Innovation Theater application deadline
- Listing in the registration brochure as a conference sponsor

### December 17

- Early bird exhibitor discount ends

### January 8

- Deadline for JASPR Buyers Guide and Advertisement placement

### January 30

- Last day to receive 50% refund if needing to cancel. No refunds after this date.

### February 15

- Deadline for ads, prize listings, and sponsorship listings to be included in the on-site program
- Exhibit booth assignments will be distributed
- Email Prize (\$100 max value) for the ASPR Bingo mobile raffle to Kristen Taylor

### March 4

- Last chance to register for the 5K Run/Walk and secure a race shirt (on-site registrations are accepted but shirts are not guaranteed)

### March 5

- If rooms are still available, last day to reserve within the ASPR room block

## Tentative Exhibitor Schedule

### Exhibitor Move-in

Sunday, April 7 9:00 a.m. – 3:00 p.m.

### Mandatory New Exhibitor Meeting

(Returning exhibitors optional)

Sunday, April 7 1:00 p.m. – 1:30 p.m.

### Exhibit Hall Open

Sunday, April 7 5:00 p.m. – 7:30 p.m.

Monday, April 8 8:00 a.m. – 4:15 p.m.

Tuesday, April 9 8:00 a.m. – 12:30 p.m.

\*Exhibit Hall schedule subject to change

## ASPR Annual Meeting

Tuesday, April 9

Lunch with attendees 12:30 p.m. – 1:15 p.m.

Prize drawings 2:15 p.m. – 2:30 p.m.

## Exhibit Hall Move Out

Tuesday, April 9 1:15 p.m. – 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 Noon EST on Dec 17

Regular Rate: \$2,900

### Corner Booths (limited quantity)

Early Bird Rate \$3,000 by Noon EST on Dec 17

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 Caps (limited quantity)

Early Bird Rate \$5,400 by Noon EST on Dec 17

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.

### 18'9" x 20' Islands (limited quantity)

Rate: \$12,500\*

Those wishing to purchase an island must commit to a sponsorship of no less than \$10,000. Please contact Kristen Taylor at [kristen@aspr.org](mailto:kristen@aspr.org) by November 16, 2018.

\*Amounts over \$10,000 will be invoiced and processed by check.

Written cancellation notice must be received via email ([kristen@aspr.org](mailto:kristen@aspr.org)) by January 30, 2019, to receive a 50% refund. No refunds will be given after this date.

## ► Conference Sponsorships



With all the great feedback on Innovation Theater, this year it will be in an expanded area in the exhibit hall! All sponsorship opportunities are first-come, first-serve.

### Innovation Theater

**\$3,000 | Eight Available**

Deadline to Submit Online: Friday, November 16

Back by popular demand, attendees will have the opportunity to enjoy education sessions provided by you in a relaxed environment. You'll be center stage in a designated area 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, new product or service line? This is the perfect opportunity to showcase it. Think brief, fast paced and graphical. These sessions will run concurrently with the conference breakout educational sessions on Monday and Tuesday.

Presentations (uploaded ahead of time) will be projected on two screens surrounding the stage. Speakers will be provided a wireless mic and laptop computer. Wi-Fi will 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, including how it is unique, innovative, or a new product.

#### **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 per a one-hour block of time with a 10-minute intermission)
- Interact directly with attendees to sell or demonstrate your product in new and exciting ways
- Exclusive Signage
- Logo in conference agenda

• [Submit Proposal Here](#) •

# The Grateful Recruiter Scholarship Sponsorship

## \$3,500 per Scholarship

Deadline to Submit Online: Monday, December 31

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

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

### ASPR will

- Create a customized, branded scholarship with eligibility criteria determined by you
- Create a branded online application
- Post scholarship information (including sponsor recognition) at ASPR.org, including a link to your website and brief description of your company or brand
- Brand, award, and publicize (via social media and email communication) the scholarship as the ASPR Scholarship sponsored by [Your 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 recipients and applicants not selected
  - Reimburse recipient expenses
  - Recognize sponsor and recipient(s) at opening event

### Sponsor Responsibilities

- Determine number of scholarships offered
- Note any desired scholarship criteria. ASPR staff will confirm (you 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 \$3,500 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 (just additional gratitude from more attendees!)

## Knowledge is Power Sponsorship

**First Tier: \$30,000 | One Available**

- Introduce the keynote speaker and address attendees (five minutes maximum)
  - Additional tables for promotion outside keynote (sponsoring company is responsible for manning tables and any materials at the tables). No more than two promotional signs may be placed in the room (location to be determined at the discretion of staff)
  - Place promotional materials at tables/chairs
  - 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)
  - Exclusive signage at the keynote presentation and conference
  - One full-page ad in the conference on-site program
  - One banner ad and three push notifications on mobile app
  - Verbal recognition preceding event
  - Logo in conference agenda
  - Clickable logo on ASPR website and mobile app
- 

## Knowledge is Power Sponsorship

**Second Tier: \$20,000 | One Available**

- Introduce closing plenary speaker and address attendees  
– this is the last sponsor attendees will see!
  - **Company logo on conference attendee lanyards**
  - Exclusive signage at the plenary presentation and conference
  - Half-page ad in the conference on-site program
  - One banner ad and two push notifications on mobile app
  - Verbal recognition preceding event
  - Logo in conference agenda
  - Place promotional materials at tables/chairs
  - Clickable logo on ASPR website and mobile app
- 

## Knowledge is Power Sponsorship

**Third Tier: \$15,000 | One Available**

- Exclusive signage at the podium for Fellowship sessions (three classrooms, two full days)
- Exclusive signage outside the room
- One banner ad and one push notification on mobile app
- Verbal recognition preceding event (Saturday and Sunday)
- Logo in conference agenda
- Address attendees at 101, 201 and 301 (approx. 200)
- Additional tables for promo outside fellowship classes
- Clickable logo on ASPR website and mobile app

## Knowledge is Power Sponsorships

Fourth Tier: \$3,000 | Six Available

- Exclusive signage at the breakout session podium (full day) Monday or Tuesday
  - Verbal recognition preceding event
  - Logo in conference agenda
  - Place promotional materials at tables/chairs
  - Clickable logo on ASPR website and mobile app
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## High Tech-High Five Sponsorship

\$20,000 | One Available

- Exclusive sponsorship of conference mobile app
  - Branded mobile device charging station in designated area for attendees during conference
  - Wi-Fi (you set the password)
  - Banner Ad on attendee confirmation email
  - Logoed insert with wifi info in each attendee name badge
  - Half-page ad in the conference on-site program
  - Five custom social media pushes on Instagram, Facebook and Twitter between January and April
  - An Instagram takeover! Your company gets control of ASPR's Instagram account for one week in February
  - One banner ad and two push notifications on mobile app
  - All the high-fives you can handle!
  - Clickable logo on ASPR website and mobile app
  - Exclusive signage in Recharge Lounge
  - Verbal shout outs
- 

## Fiesta Sponsorship

\$20,000 | One Available

- Exclusive sponsorship of Monday evening event at Mango's
- Address attendees at welcome
- Dedicated email to attendees about fiesta sponsor
- Logo on band/DJ booth
- 8 tickets for additional guests to attend
- Private area for hosting clients
- Photo booth with logo (depending on availability and location + cost of booth)
- 10+ additional drink tickets
- Logo on drink tickets
- Exclusive signage at Monday evening event
- Verbal recognition preceding event
- Logo in conference agenda
- One banner ad and two push notifications on mobile app
- Clickable logo on ASPR website and mobile app

## New Recruit Sponsorship

**\$11,000 | One Available**

- Exclusive signage at the new member/first time attendee reception
  - Address attendees at reception (approx. 200)
  - Verbal recognition preceding event
  - Four representatives may attend reception
  - May provide a reception gift
  - Logo in conference agenda
  - One push notification on mobile app
  - Clickable logo on ASPR website and mobile app
- 

## It's All About Me! Sponsorship

**\$10,000 | One Available**

- Display signage 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!
  - Exclusive signage at immediate registration area
  - Distribute branded pens and notepads in attendee bag
  - Distribute additional gift if desired
  - Two customized social media posts per month in March and April on Facebook and Twitter
  - One push notification on mobile app
  - Clickable logo on ASPR website and mobile app
- 

## Food4Thought Sponsorships

**\$8,000 | Two Available (Monday or Tuesday)**

- Exclusive signage Monday and/or Tuesday
  - Sponsor of food and seating area in the exhibit hall (Monday) and general session room (Tuesday)
  - Two minutes at beginning of Tuesday's lunch to greet attendees
  - Can provide logoed napkins
  - Place promotional materials at tables
  - Clickable logo on ASPR website and mobile app
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## 'The Loo' 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 conference center restrooms
- Clickable logo on ASPR website and mobile app

## Buddy System Sponsorships

\$6,000 | Six Available

- Company logo included on the 5K t-shirt that will be 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
- 

## Muy Caliente Sponsorships

\$3,500 | Three Available

Wake up with your favorite hot beverage!

- Can provide logoed napkins
  - Coffee station in the aisle near your booth
  - May provide a coffee mug/travel mug gift
  - Exclusive signage
  - Place promotional materials near coffee
  - Clickable logo on ASPR website and mobile app
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## Everything in Moderation Sponsorships

\$3,500 | Six Available

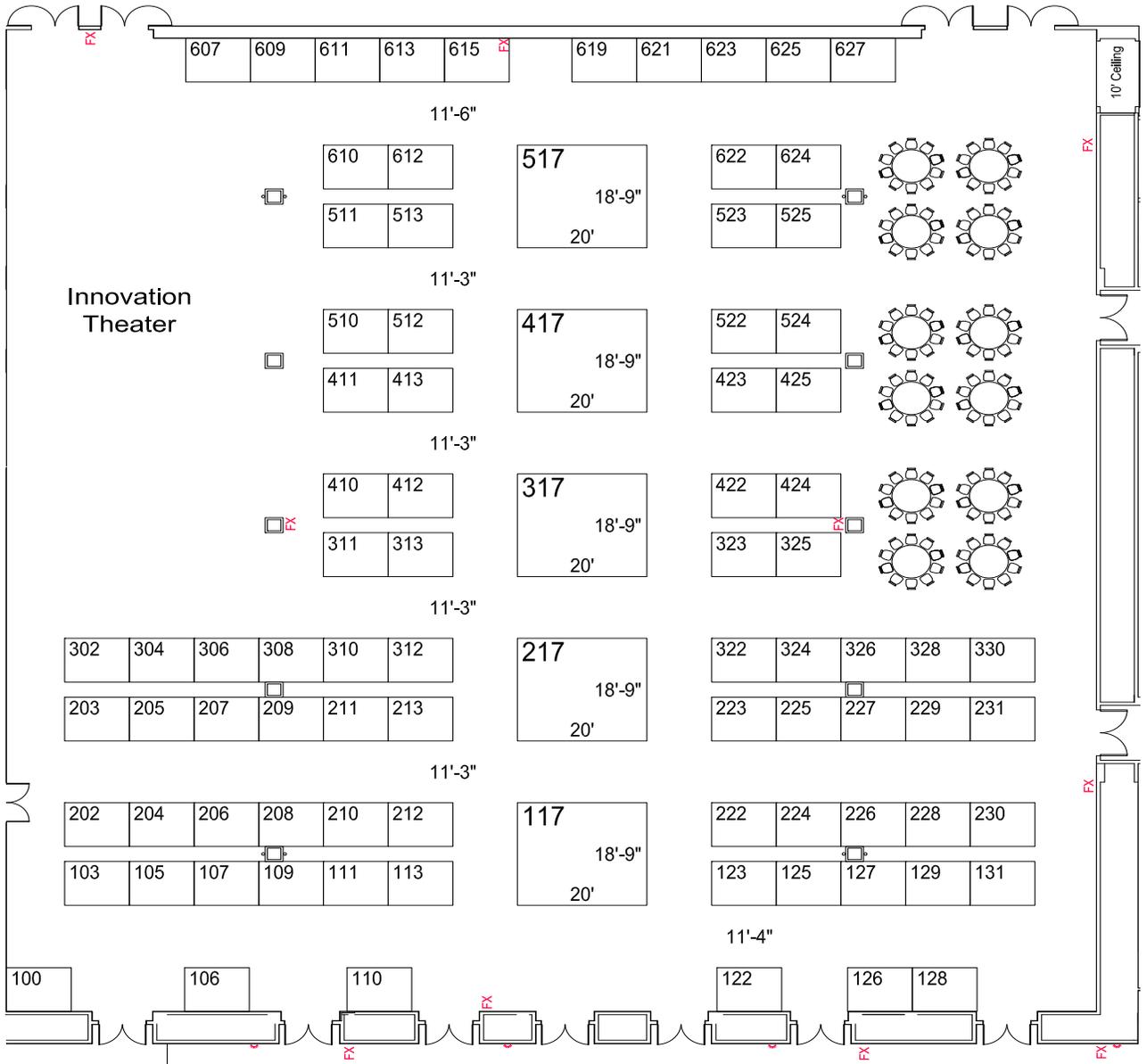
- Exclusive break sponsor signage
  - Can provide logoed napkins
  - Break area set up near your booth with a beverage or snack of your choice
  - 10 additional drink tickets at opening AND Monday night celebration
  - Verbal recognition preceding opening reception
  - Clickable logo on ASPR website and mobile app
- 

## All Sponsorships in Total Value Over \$10,000 Receive

- Logo included in all ASPR pre-conference promotional emails and website
- Electronic list of final attendees with full contact info including email after conference<sup>\*</sup>
- Ability to have an island booth
- Recognition in scrolling sponsorship presentations
- Post-conference email to ALL members

\* List cannot be sold or distributed to third parties

# Exhibit Hall



Entrance to exhibit hall

# ▶ Exhibiting Information

Only one company per 8X10 exhibit space will be permitted. You will receive a status notice alerting you your exhibit registration has been accepted, waitlisted or denied within 10 business days of submission.

All 8' x 10' 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 8x10 exhibit booths will be limited to 4 representatives (2 included with registration and an additional 2 with added registration fees).

Island exhibit booths (18'9" x 20 or 20 x 20) will be limited to a maximum of 16 representatives (8 included and an additional 8 with added registration fees).

Any additional people 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 emailed to you as a PDF in mid March. This list of mailing labels will include all attendees who are registered by March 11, 2019.

## Registering Your Exhibitor Representatives

You may register additional representatives after your 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 December 17.
- After December 17, regular price is \$550.
- On-site rate is \$600.

No refunds will be provided for representative registrations, but the names may be changed prior to March 30. Substitutions for single days, half days, or less time will not be allowed.

### Exhibit Cost: 8' x 10' Booths

Early Bird Rate \$2,500 by Noon EST on Dec 17  
Regular Rate: \$2,900

### Corner Booths (limited quantity)

Early Bird Rate \$3,000 by Noon EST on Dec 17  
Regular Rate: \$3,400

### End Caps (limited quantity)

Early Bird Rate \$5,400 by Noon EST on Dec 17  
Regular Rate: \$6,000

### 18'9" x 20' Islands (limited quantity)

Rate: \$12,500\*

Those wishing to purchase an island must commit to a sponsorship no less than \$10,000. Please contact Kristen Taylor at [kristen@aspr.org](mailto:kristen@aspr.org) by November 16, 2018.

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.

## Confirmation

A registration confirmation will be emailed to your company's primary contact upon receipt. Your booth assignment will be emailed to your primary contact on or before March 1st. A final confirmation with important on-site 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 who 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.

## 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 of registration and payment received, and company category. We will accommodate your requests to the extent we can, but cannot guarantee that you will be assigned to any of the spaces requested or not be placed near a listed 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 10'. All display fixtures over 4' in height and placed within 10' of an adjoining exhibit must be confined to that area of the exhibitors' 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 18'.

## Security

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

## 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 package 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 who 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.

## Attendee Giveaways

ASPR Bingo Raffle will continue to be on the mobile app. 85% 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 1:00 pm Tuesday, April 9 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. 2:45 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 on-site 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

### EXHIBITORS WELCOME TO PARTICIPATE! ★

Back by popular demand! This event will take place on the morning of Monday, April 8, 2019.

Exhibitors are encouraged to sign up by Monday, March 4 to secure a race shirt. It is a great sponsorship opportunity!

## Advertising Options for the On-site Program Book

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

### Costs and Sizes:

- 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

Quarter page not available.

Ads due: February 15, 2019

Files must be 300 DPI or higher and in PDF format. Please purchase and upload your ad through a separate registration.

[• Click Here for Registration •](#)

## Complimentary Inclusion in the Industry Buyers Guide

ASPR is pleased to offer an annual Industry Buyer's Guide that focuses on sharing contact information of vendors and companies associated with ASPR and the industry. The ASPR Industry Buyer's Guide will be included in the printed 2019 Spring edition of JASPR, the official publication for ASPR with a distribution range of approximately 5,000 recipients.

The Industry Buyer's Guide will also be available electronically through the end of the year at [aspr.org](http://aspr.org). Basic listings in ASPR's Industry Buyer's 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 physician recruitment professional's desk or office.

• [Click here for the Buyers Guide](#) •

### **Policies, Terms & 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 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 you may be 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 6 through 1pm on Wednesday, April 10.

### **Early Departure Penalty: \$1,000**

To enhance the experience of attendees in the exhibit hall, ASPR requires that all exhibit booths must 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 on-site 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 & 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.

# ► Cancellation

## Policy

Written cancellation notice must be received via email (kristen@aspr.org) by January 30, 2019, to receive a 50% refund. No refunds will be given after this date.

## 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 on-site 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.

## Insurance & 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

## Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Global Experience Specialists, Inc. (GES) will have trained labor available to assist you in all aspects of the setup and dismantle of your booth and with the movement of your equipment. Union exhibit labor claims jurisdiction for the installation, dismantling and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Exhibitors handling this work themselves must be prepared to provide proof of full time employment. Labor may be employed by completion of labor forms enclosed in the service kit. If, however, you hire any labor to assist you, it should be through the Official Services Contractor. All mechanical equipment on the trade show floor must be under the care, custody and control of GES. This includes Forklifts, Scooters, Pallet Jacks, Genie Lifts, etc. as well as all other equipment mechanical in nature.

## Freight Handling Jurisdictions

Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Global Experience Specialists, Inc. (GES) will not be responsible, however, for any materials they do not handle. Global Experience Specialists, Inc. (GES) will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must report to the GES Service Center. Do not proceed to the docks until authorized to do so.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with GES to store empty crates. Please refer to the MATERIAL HANDLING & SHIPPING INFORMATION in the service kit for the handling of empties.

The following is a guideline of the work your company's staff is permitted to do:

- Transport small items to your booth by hand, or with personally owned 2-wheel carts (GES will have carts available for GES' use only). All forklifts will be operated by GES. Personally Owned Vehicles (POVs) such as cars, pick up trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by GES Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area. All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles not classified as a Personally Owned Vehicle, will be directed to the marshalling yard area for GES freight handling services.
- Unpacking and uncrating of boxes, equipment, merchandise, etc.
- Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.
- The setup of signs/graphics.
- After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hard wired, electricians must do the work.

## ► Registration



Exhibit and sponsorship registration must be completed online. Paper registrations will not be accepted. Amounts over \$10,000 will be invoiced and processed by check.

• [Click Here to Register](#) •

## ► Staff Contacts

### Main Event Contact

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