



## Exhibitor / Sponsor Application & Agreement for Physiatry '19

The company listed below is applying for reservation of booth space or promotional sponsorship opportunity at Physiatry '19 – the AAP Annual Meeting in San Juan, Puerto Rico, February 19–23. AAP agrees to review your application and contract and assign your company exhibit space or promotional sponsorship opportunity (if available) consistent with show requirements, policies, and at the discretion of AAP. AAP's goal is to maintain a professional and interactive atmosphere for attendees and exhibitors.

AAP Tax ID: 31-1145375

### COMPANY INFORMATION:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Website: \_\_\_\_\_

### CONTACT INFORMATION:

Contact Person: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address (2): \_\_\_\_\_

Preferred Booth Size and Number (top three): \_\_\_\_\_

The term 'Exhibitor' and 'Promotional Sponsor' means the company or person and any of its representatives.

## TERMS & CONDITIONS

**Eligibility** - All products and services exhibited must be of professional and educational interest or benefit to attendees and related to the field of physiatry or medical education. Exhibitors must agree to comply with the AAP rules and regulations of Physiatry '19. If an exhibitor does not follow the rules and regulations of the Physiatry '19 Expo Floor, show management, and the venue, their contract will be terminated and the exhibitor will forfeit the exhibit fee.

**Exhibits and Promotional Sponsorships** - Promotional sponsorships and exhibits will be separate from official AAP CME educational activities. Promotional materials or product-specific advertisements cannot be displayed or distributed in the educational space immediately before, during or after a CME activity. Exhibits will be permitted in a space authorized by the AAP for that purpose.

**Space Assignment** - Exhibitors are invited to select booth space based on sponsorship level, and past participation in AAP Annual Meetings. Following priority booth selection for past sponsors and exhibitors, booth space will be assigned on a first-come, first-serve basis. AAP reserves the right to revise, relocate or reassign exhibit booths at any time for the overall benefit of the exhibition. Every effort to accommodate special requests will be made, however AAP cannot guarantee booth location. The current Expo Floor Plan will be available on the AAP website.

**Cancellation / Space Reductions** - Cancellations and space reduction requests must be submitted in writing to Bernadette Rensing, director external affairs at [brensing@physiatry.org](mailto:brensing@physiatry.org) by October 1, 2018. There will be a 50% penalty for cancellations received by October 1, 2018. Cancellations made after October 1, 2018 are not eligible for a refund.

**Registration** - Each exhibitor will be required to wear a name badge identifying themselves as well as their organization/company. Each 10x10 booth space will be provided two (2) complimentary registration badges. Additional badges can be purchased for \$500.

**Ancillary Events** - AAP has invested significant resources into hosting Physiatry '19. It is AAP's comprehensive educational & networking program that attracts most members to the meeting. Exhibitors may not host an event for AAP participants without the permission of the AAP. Events for Physiatry '19 participants are considered satellite events and may require an additional fee and agreement. Satellite events may not be scheduled at the same time as educational activities.

**Sales by Non-Exhibiting Companies** - Solicitation by non-exhibitors is prohibited. Representatives not assigned exhibit space are prohibited from soliciting business in any form at the meeting.

**Photography and or Video Recording** - Exhibitors are not allowed to conduct any live or taped video or audio broadcasts from their booth space or from anywhere else at the meeting without prior consent from the AAP. Exhibitors are not allowed to photograph or videotape any booth other than that of the company they represent.

**Union Labor** - Exhibitors shall be bound by all Agreements in effect between or among service contractors.

**Booth Configuration & Etiquette** - The general rule of the expo floor is: Be a good neighbor. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel are required to confine their activities within the exhibit's booth. Unless otherwise arranged, aside from the specific exhibit booth of the exhibitor, no part of the Physiatry '19 meeting space may be used by any organization/company for display purposes of any kind or nature. Representatives should wear business/business casual attire to maintain the professional climate of the Expo Floor. In the best interest of the Expo Floor, AAP reserves the right to restrict the use of glaring lights or objectionable light effects. Exhibitors may not sublet or sub-divide or assign their space or any part thereof.

**Hanging Signs** - Electrical requirements, projection requirements, and all furniture and accessories are the responsibility of the exhibiting company. Forms for these will be provided in the exhibitor service kit.

**Complaints & Jurisdiction** - Exhibitor agrees to abide by the rules and regulations of the Puerto Rico Convention Center.

**Booth Accessibility** - Exhibitors shall be responsible for compliance with the American with Disabilities Act of 1992 with regards to their booth space, including, but not limited to wheelchair access and alternate formats of collateral materials. Further information regarding ADA compliance is available at [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

**Fire & Safety** - Fire regulations require that all display materials be flame-proof. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and safety while participating in Physiatry '19. Each exhibitor must make provisions for the safeguarding of their goods, materials, and displays at all times. AAP, show management, and the venue will not be responsible for personal injury, loss, and/or damage to any property from any cause.

**Indemnification & Insurance** - Exhibitors shall indemnify, hold harmless and defend AAP and the Exhibit Facility and their respective directors, agents and employees from any and all losses, claims, liability, damage, action, judgment recovered from or asserted against them, or other expense (including, without limitation, attorneys' fees and expenses) arising out of or relating to 1) the Exhibitor's use of the convention center; 2) the conduct of Exhibitor's business or from any activity, work, or things that may be permitted or suffered by Exhibitor in or about the exhibit and the Exhibit Facility; 3) from any breach or default in the performance or any obligation on the Exhibitor's part to be performed under any provision of the Agreement to Exhibit or these Rules and Regulations; 4) Exhibitors failure to comply with any applicable law or regulation; or 5) from any negligence of Exhibitor or any of its agents, contractors, employees, or invitees, including but not limited to the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished to or used by Exhibitor, or other persons in connection with the exhibit and the Exhibit Facility. The terms of this provision shall survive the termination or expiration of the Agreement to Exhibit. Exhibitors shall carry their own insurance to cover personnel and exhibit material against damage and loss, and public liability insurance. Exhibitor shall list the AAP as an additional insured on such insurance policy(ies) and shall provide AAP with a certificate evidencing thereof.

**Force Majeure** – Should any circumstance beyond the control of, and not the fault of AAP interrupt or materially affect the Expo Floor from being held as scheduled, or the exhibit space not being available for uses herein specified due to war, governmental action or order, act of God, fire, strikes, labor disputes or any other causes beyond the control of AAP, then this application and agreement shall terminate and the exhibitor hereby waives any claim against AAP for damages of any kind or nature by reason of such termination except that any unearned portion of the space rental due hereunder shall abate, or, if previously paid, shall be refunded by AAP to the exhibitor after deduction of such amounts as may be necessary to cover expenses occurred by AAP in connection to this exhibit.

**FDA Disclosure Requirements** – Displays or graphical depictions of drugs or devices declared investigational or unapproved by the United States Food and Drug Administration (FDA) must (1) contain only objective statements about the product; (2) contain no claims that state or imply, directly or indirectly, that the product is reliable, durable, dependable, safe, or effective; and (3) contain no claims that the product is in any way superior to any other marketed products.

These drugs/devices must be displayed solely for the purpose of obtaining investigators and be accompanied by instructions for becoming an investigator and investigator responsibilities. Drugs/devices will only be permitted when accompanied by following or similar statement: “Caution: Investigational Device Limited by Federal (or United States) Law to Investigational Use.” Clear unequivocal statements that the drug/device is under investigation and is available only for investigational use are to be made in oral presentations. Exhibitors are further advised to adhere to the FDA prohibition on the promotion of cleared drugs and devices for unapproved uses. Specifically, pharmaceutical manufacturers cannot proactively discuss off label uses, nor may they distribute written materials (promotional pieces, reprints of articles, etc.) that mention off label uses. FDA defines off label use as “use for indication, dosage form, dose regimen, population, or other use parameter not mentioned in the approved labeling.

**PAYMENT:**

Unless otherwise arranged, full payment is due within 30 days of AAP receiving the signed agreement. Payment can be made via the online portal or by check. Exhibit and/or Promotional Sponsorship checks can be made payable to the Association of Academic Psychiatrists and mailed to:

**Association of Academic Psychiatrists**  
**10461 Mill Run Circle, Suite 730**  
**Owings Mills, MD 21117**

The AAP does not accept faxed or emailed credit card information.  
Payment must be received by December 15, 2018 for acknowledgement in printed materials.

**ACCEPTED AND AGREED:**

**Promotional Sponsor and/or Exhibitor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**AAP Accredited Provider**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Bernadette M Rensing \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

External Affairs Manager \_\_\_\_\_  
Title

\_\_\_\_\_  
Title

