



annual session 2019  
may 23 - 26

# 2019 Exhibitor Contract

211 East Chicago Avenue, Suite 1600  
Chicago, Illinois 60611  
(312) 337-2169 Fax (312) 337-6329

Applicant is willing to abide by terms and regulations as indicated in the Exhibit Rules & Regulations. Please TYPE or PRINT and return a signed copy to the AAPD headquarters office by Feb. 1, 2019, for the early rates. Please keep a copy for your records.

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COMPANY NAME

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ADDRESS

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CITY STATE/COUNTRY ZIP CODE

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PHONE (REQUIRED) CONTACT E-MAIL (REQUIRED) WEB SITE

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CONTACT NAME CONTACT TITLE

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AUTHORIZED BY (PRINT NAME) TITLE

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SIGNATURE DATE

## BOOTH INFORMATION

	Before Feb. 1, 2019	After Feb. 1, 2019	
1. ___ In-line booth space (10' x 10')	x \$1,900	x \$2,200 =	\$ _____
2. ___ Corner booth space (10' x 10')	x \$2,100	x \$2,400 =	\$ _____
3. ___ Island booth space (20' x 20')	x \$8,800	x \$9,200 =	\$ _____
<b>Total Amount</b> in U.S. Funds (total lines) =			\$ _____

Requested Booth Dimensions: \_\_\_ ft. x \_\_\_ ft.

Fifty percent deposit required with contract. Full payment due on or before Feb. 1, 2019, to assure booth space selection.

Please mark your choices of booth numbers.

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1ST CHOICE 2ND CHOICE 3RD CHOICE

We wish to avoid having our exhibit located adjacent to or opposite from the following companies: *(please list)* \_\_\_\_\_

## PAYMENT INFORMATION

Mail application and payment in full to Delaware Place Bank, AAPD Lockbox, 190 E. Delaware Place, Chicago, IL 60611. Make check payable to AAPD or provide credit card information and fax to (312) 337-6329. Applications received without payment will not be assigned space.

Master Card  Visa  American Express  Check # \_\_\_\_\_ Payment Amount: \$ \_\_\_\_\_

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CARD NUMBER EXP. DATE

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NAME AS IT APPEARS ON CARD (PLEASE PRINT)

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AUTHORIZED SIGNATURE DATE

## CANCELLATION OF SPACE

Written notice of cancellation of this contract, or reduction of space, must be received by the AAPD by **Feb. 1, 2019**, for full refund less an administration fee of \$500 will be made. If space is cancelled between **Feb. 2, 2019, and March 12, 2019**, 50 percent of the total refund fees will be retained by AAPD. Official notice received after that date negates any refund. Any space not claimed or occupied by 2 p.m. on Thursday, May 23, 2019, may be reassigned by the Academy without refund.

In the event that all booth space is sold, the Exhibitor will have the opportunity to be wait-listed, and payment will be processed. Companies will be entitled to a full refund in the event that the wait list does not clear.

## **ELIGIBILITY, SPACE ASSIGNMENT, SCHEDULE, TERMS OF PAYMENT & CANCELLATION**

See the Exhibitor Prospectus for details.

## **SANCTIONS**

The AAPD reserves the right to control or prohibit any exhibit that, in its opinion, is objectionable, may detract from the general character of the exposition and is not in keeping with the policies of AAPD. This reservation refers to companies, persons, products, and printed matter. AAPD may impose appropriate sanctions regarding current or future participation in any AAPD program. In the event of such restrictions or eviction, AAPD will not be liable for any refunds, rentals or exhibit expenses.

## **SIGNAGE**

No signs or specially built displays may extend above the official booth height of **nine feet**. Exhibits with enclosed ceilings ARE NOT PERMITTED. Helium balloons are NOT permitted. Hanging signs cannot block AAPD signs. No part of the display between inline, corner or island booths may be suspended over an aisle. Only professionally printed signs are allowed in the exhibit hall.

## **SOUND DEVICES**

The use of sound devices in the Exhibition area is strictly limited to the confines of an exhibitor's own booth; sound systems must remain at a conversational level and not be at such a decibel level as to interfere with the conduct of normal business in adjoining booths. The AAPD reserves the right to ban devices causing loud or objectionable sounds.

## **MUSIC**

The playing of any music on the exhibition floor is not permitted. This applies to live and all forms of recorded music.

## **AUDIO VISUAL USAGE**

Audio relating to exhibitor's equipment is permitted, provided projection equipment and screen are located in the rear one-third of the booth, and all viewers stand or sit within the booth.

Exhibitors shall not transmit nor permit anyone to transmit a description of any part of the AAPD Annual Session by means of radio, television, cable, videotape or other methods of transmission of audio or visual reports without the prior written consent of the AAPD.

## **CARPET**

Show management requires that all booths must have carpeting or approved flooring. If you haven't ordered carpet or installed your flooring by 2 p.m. on Thursday, show management will force carpet and you will be responsible for the cost.

## **SOLICITATION**

No exhibitor may call or invite a visitor out of one exhibit and into their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples or other materials; other areas of the facility or aisles may not be used for this purpose. Solicitation of business by anyone representing or connected with a non-exhibiting company is strictly forbidden.

## **ADVERTISING**

Firms and representatives of firms are prohibited from advertising, distributing literature, posting literature, or promotional products in the convention center or the headquarters hotel outside the confines of the designated exhibit area without the express written permission from the AAPD.

The AAPD does not endorse or promote any products or services related to any exhibit. The use of the AAPD logo, name, Annual Session artwork or any representation thereof shall be only at the express written consent of AAPD.

## **PRODUCT SAMPLES/PROMOTIONAL ITEMS**

The distribution of samples and souvenirs is permissible, provided the AAPD determines that it is done in a dignified manner and does not create a nuisance or interfere with normal business in adjoining booths.

## **DISTRIBUTION OF ADVERTISING MATERIALS**

Canvassing any part of the exhibit hall or meetings rooms by anyone is strictly forbidden. Anyone so doing will be escorted from the AAPD Annual Session. Canvassing or distributing of advertising material by an exhibitor will not be permitted outside of the exhibitor's allotted booth space. Distribution of any literature through the official AAPD hotels or convention center is not permitted. Exhibitors may not use AAPD or Annual session logos in connection with any product or advertising materials without express prior permission.

## **EXHIBITOR-SPONSORED EVENTS**

Contests complying with applicable laws are permissible if they have prior approval, in writing, from the AAPD.

Exhibitor-sponsored functions require pre-approval from the AAPD and may not conflict with official AAPD programming. Exhibitor shall not arrange for organized entertainment of AAPD registrants during the hours of any scheduled activity of the Annual Session. The AAPD discourages the presentation of any educational program unless approved by AAPD.

## **DEMONSTRATIONS, SUBLETTING**

Demonstrations by exhibitors should contribute to the attendee's knowledge in a professional way. Demonstrations and adequate space for interviews should be available within the confines of the individual exhibitor's booth. No interference with normal traffic flow and infringement on neighboring exhibits is permitted.

No exhibitor shall be allowed to sublet their exhibit space, or any portion of it, to another company or individual. All goods exhibited must be those manufactured or sold by the exhibitor in the regular course of business.

## **SAFETY REGULATIONS**

No combustible decorations, such as crepe paper, tissue paper, cardboard or corrugated paper, shall be used at any time. No storage of any kind is allowed behind the back drapes or in the exhibit space. All cartons, crates, containers, and packaging materials will be stored by the official service contractor at the exhibitor's expense. Up to one day's supply of operational materials may be stored within the exhibit space. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth MUST be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.

All aisles, corridors exit areas and exit stairways must be maintained at their required width at all times that the exposition is open. No obstruction such as chairs, tables, displays, or other materials will be allowed to protrude into the aisles.

## **HOLD HARMLESS CLAUSE & INSURANCE COVERAGE**

Exhibitors shall indemnify, hold harmless and defend the AAPD, the facility, their 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 the exhibitor's use of the facility or from 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 facility or from any breach or default in the performance or any obligation of the exhibitor's party to be performed under any provision of this agreement or arising 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 facility. Exhibitor hereby assumes all risk of damage or loss to its property or injury to its officers, directors, employees, agents, contractors, invitees, or any attendees at the exhibit for any cause, and hereby waives all claims in respect thereof against the AAPD, except where such damage or loss arises out of the demonstrated sole gross negligence or willful misconduct of the AAPD or the facility.

Insurance protection will not be afforded to the exhibitor either by the AAPD or the facility. Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance of at least \$1 million per occurrence and \$1 million aggregate, against injury to the person and property of others. Policies shall name the AAPD as a named additional insured. The insurance policy shall provide that the policy will not be canceled without 30 days prior written notice to the AAPD. Certificates of insurance must be furnished prior to move-in at the facility. Send your proof of insurance by April 2, 2019, to the AAPD Headquarters.

## **INTERRUPTION OR PREVENTION OF COMMERCIAL EXHIBITS**

In the event the Commercial Exhibits is interrupted or prevented to be held for any reason beyond the control of the AAPD, then this Contract for Exhibit Space shall terminate and the exhibitor hereby waives any claim against the AAPD 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 AAPD to the exhibitor after deduction of such amounts as may be necessary to cover expenses incurred by AAPD in connection to the Commercial Exhibits.

## **DAMAGE TO PROPERTY**

The Exhibitor is responsible for any damage it causes to any property of others, to the facility or the AAPD. Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths or the equipment in, on, or intended for use in the booths. If such damage should appear, the exhibitor is liable to the owner of the damaged property.

## **EXHIBIT REGISTRATION AND BADGES**

Exhibitors are encouraged to register in advance. Each 10' x 10' booth is entitled to (4) complimentary badges. Additional badges may be purchased at \$50 each (non-refundable). Each representative of an exhibiting company must wear the official badge at all times during the meeting.

Exhibit personnel must be registered and obtain his/her official badge at the AAPD Registration Area during published hours only. Badges are required for entry into the exhibit hall at all times. Badges are not transferrable and will be confiscated if worn by others than the person to whom issued. Other professionals/manufacturers are not to be issued exhibitor badges or register as exhibit booth personnel.

## **COMPLIANCE WITH LOCAL ORDINANCES**

Licenses and permits by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations. All products or services exhibited must comply with all state and local regulations, and with all current FDA regulations for such products and services. The AAPD has no further responsibility to notify the exhibitors that this compliance is required.

## **SECURITY**

Professional security guard service is provided on a 24-hour basis, commencing with installation and concluding at move out. However, neither the AAPD, the security service or the Hilton Chicago is responsible for any loss or damage to exhibitor property. Exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against damage or loss.