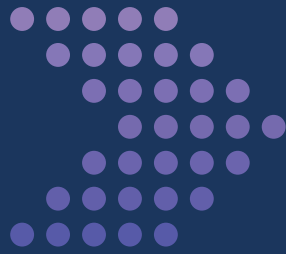




SPONSOR & EXHIBITOR PROSPECTUS



**ADVANCING
CONNECTIONS**

 2022 AAPR ANNUAL CONFERENCE

APRIL 23 - 27

**MCCORMICK PLACE CONVENTION CENTER
CHICAGO, ILLINOIS**

Who is AAPPR?

The Association for Advancing Physician and Provider Recruitment (AAPPR) is the leading voice in the physician and provider recruitment continuum. The Association offers its members and the industry thought-leadership on all topics related to healthcare recruitment, onboarding, and retention. With close to 2,000 members, AAPPR is the premier association for in-house recruitment professionals!

About the AAPPR Annual Conference

The AAPPR Annual Conference is the can't miss event of the year. More than 600 physician and provider recruitment professionals from across the nation to gain and share ideas, network, and discover services to assist their organizations with recruitment, onboarding, and retention.

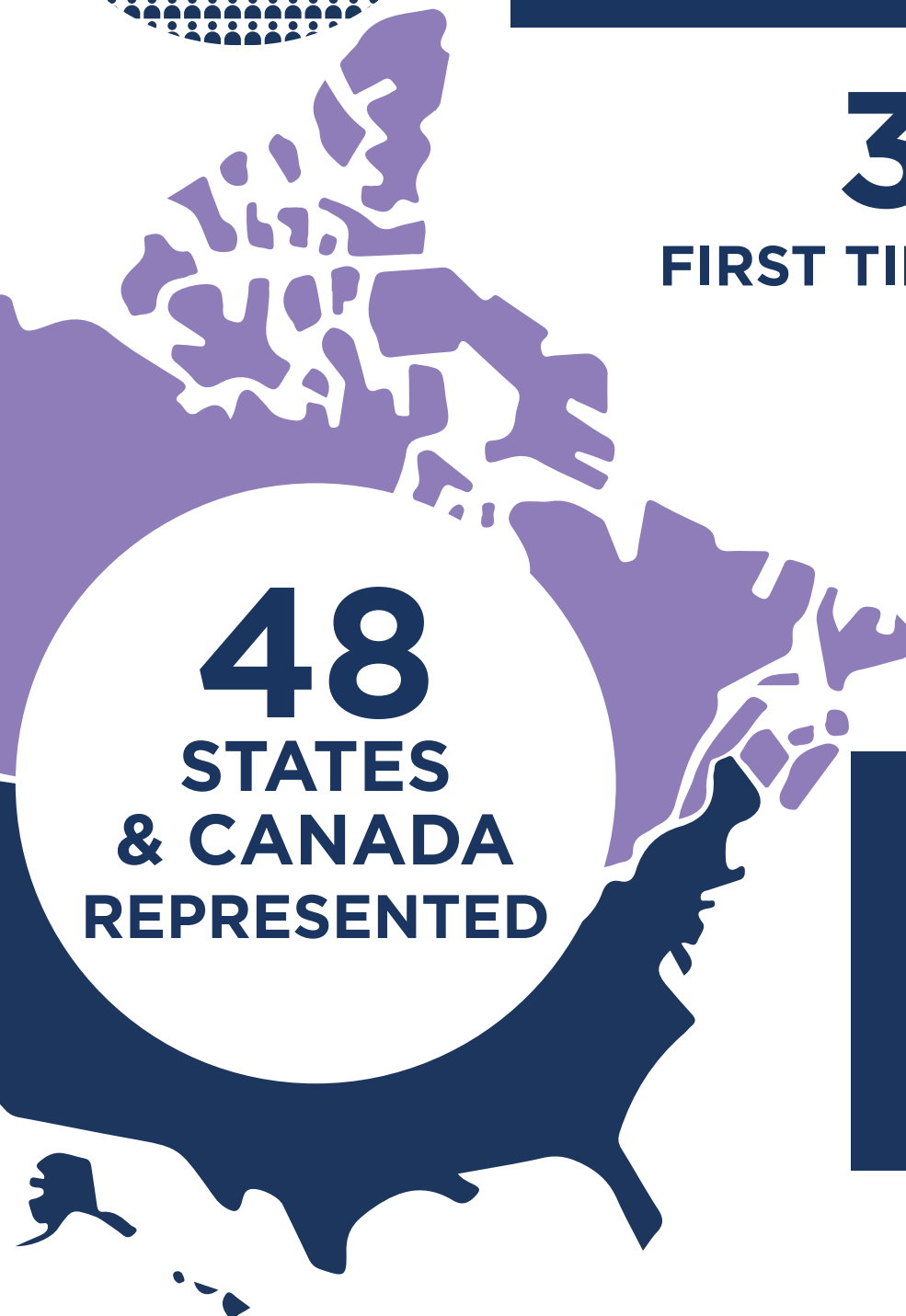
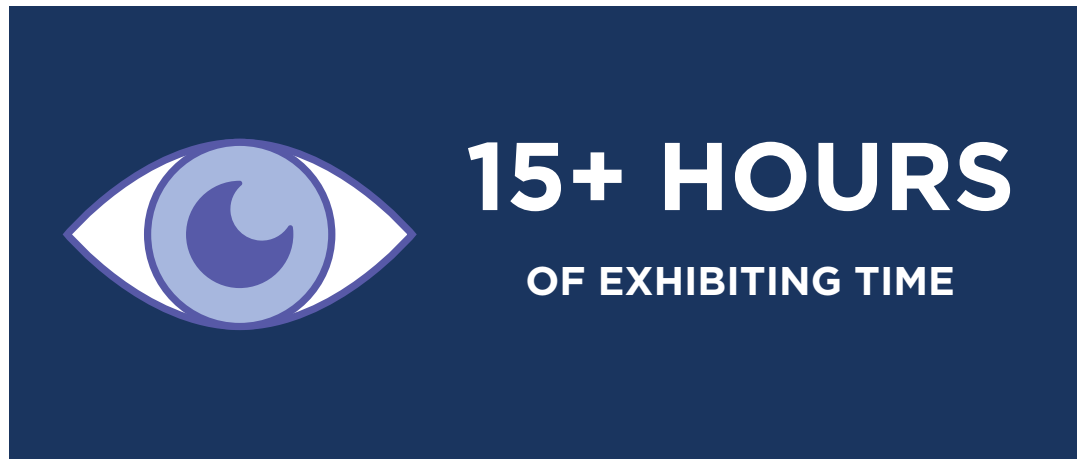
Why Exhibit?

- **Connect** with and learn from other partners, executives, and recruiting experts.
- **Meet decision-makers and key influencers** with real buying power in one of the most anticipated physician recruitment events in North America,
- **Generate leads** from some of the profession's largest organizations.
- **Showcase your solutions and services** to more than 600 in-house professionals who recruit, retain and onboard physicians and advanced practiced providers for their employer.
- **NEW for 2022** - Take advantage of the opportunity to hold 1:1 scheduled appointments with pre-qualified decision-makers.

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

How Do I Purchase a Booth or Sponsorship?

Register at member.aappr.org/event/2022sponsor-exhibitor-reg. Registration will open on December 2, 2021 at 2:00 pm, EST.



KEY DATES

December 2, 2021 @ 12:00 PM ET

- Exhibitor and sponsorship registration opens

December 20, 2021

- Registration for an exhibit island ends

January 11, 2022

- Early bird rate deadline for registering additional exhibitor representatives (above those included in the booth price)

February 11, 2022

- Last day to receive 50% cancellation refund, no refunds after this date (see page 18 for the full cancellation policy)

March 11, 2022

- Deadline for ads, prize listings and sponsorship listings to be included in the onsite program
- Email your organization's prize offering (\$100 max value) for the AAPPR attendee giveaway to Nichole Dennis (participation is not required to be an exhibitor)
- Exhibit booth assignments will be distributed

March 25, 2022

- Deadline to schedule social media posts included in sponsorship packages (all posts must occur prior to April 13, 2022)

April 1, 2022

- Last day to reserve within the AAPPR hotel room block at the Marriott Marquis Chicago (if rooms are still available)

TENTATIVE EXHIBITOR SCHEDULE

Subject to change. Times listed in local Chicago time (Central).

Saturday, April 23, 2022

9:00 am – 4:30 pm Exhibitor move-in

Sunday, April 24, 2022

9:00 am – 3:00 pm 1:1 appointments with pre-qualified decision-makers

9:00 am – 3:00 pm Exhibitor move-in

5:30 – 7:30 pm Welcome Reception in Exhibit Hall

Monday, April 25, 2022

7:30 am – 4:00 pm Exhibit Hall open

Tuesday, April 26, 2022

8:00 am – 12:45 pm Exhibit Hall open

12:45 – 1:00 pm Prize drawings

1:00 – 9:00 pm Exhibitor move-out

Exhibitors are required to remain set up until teardown time at 12:45 p.m. Exhibitors found not in compliance will be fined an early departure fee of \$1,000.

 **BOOTH PRICES**

Organizations that desire a double booth may not purchase two in-line/corner booths.

- 10' x 10' In-line Booth: **\$2,990**
- 10' x 10' Premium Corner Booth (limited quantity): **\$3,500**
- 10' x 20' Double In-line Booth: **\$6,200**
- 20' x 20' Island (limited quantity): **\$12,900***

Those wishing to purchase an island must commit to a sponsorship \$10,000 or more. Please contact Nichole Dennis by December 20, 2021. Island exhibit layouts must be pre-approved by AAPPR staff before the conference.

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

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

View the floor plan on page 13.





ONE-ON-ONE APPOINTMENTS WITH PRE-QUALIFIED DECISION-MAKERS

AAPPR'S HOSTED BUYER PROGRAM SUNDAY, APRIL 24, 2022, 8 AM-3:30 PM

As an add-on to your exhibit booth, you have the opportunity of participating in AAPPR's Hosted Buyer Program. This program provides one-on-one meetings between pre-qualified decision-makers (buyers) and the participating business partners. Each meeting will be 15 minutes in length.

Why Be a Hosted Buyer Sponsor?

- Gain access to key decision-makers at leading health care organizations and begin developing meaningful relationships that can lead to partnerships and revenue.
- Build your sales pipeline with a low lead acquisition cost.
- You set the agenda for each pre-scheduled appointment. You'll have dedicated one-on-one time and the buyer's undivided attention.
- You'll receive a list of attendees prior to the program. You can invite them to book an appointment with you and can customize your approach based on their demographics and purchasing interests.

How a Hosted Buyer Sponsor Program Works

AAPPR will pre-qualify physician and provider recruitment buyers based on their decision-making level and purchasing interest and influence. If accepted, they will receive a complimentary registration to the AAPPR conference. In return, they will be required to meet with a minimum of 8 participating organizations.

AAPPR seeks to provide an audience of a minimum of 50 and a maximum of 100 unique buyers. If there is more demand, we will start a wait list. AAPPR will accept additional registrations from the wait list based on the business partner participation and available space.

Investment: \$3,250 per appointment table (in addition to exhibit booth fee)

Each table will have the opportunity to schedule up to twenty 15-minute appointments. An organization may purchase up to 3 tables for maximum exposure of 60 buyers. Note: It is the buyer's decision whether to make an appointment with your organization; AAPPR cannot guarantee a minimum number of appointments. The purchase of an exhibit booth is required to participate in the hosted buyer program.

How to Get Appointments With Buyers

Your profile in our online sponsor directory is key. This is where our buyers will find you and schedule appointments. AAPPR will provide you with the list of pre-qualified buyers in late March that includes their title, organization, email, decision-making authority, purchasing interests and program budget. You can send up to two marketing email messages to buyers that fit your target market to encourage them to meet with you.

Complimentary Optional Add-On

Ensure that the health care organizations you're looking to connect with are present at the event. You may submit contact information for up to 10 people and AAPPR will send a personalized message inviting them to submit an application as a hosted buyer. These applications will be reviewed by AAPPR to ensure they meet qualification criteria.



CONFERENCE SPONSORSHIPS

All sponsorship opportunities are first right of refusal for Strategic Partners. Sponsorship purchasing is open one week earlier for them than for the general public.

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

- **Electronic list of conference registrants** that includes names, titles, organizations, and email addresses by April 1*
- **Electronic list of attendees** following the conference that includes names, titles, organizations, mailing addresses, and email addresses*
- **Recognition** in scrolling sponsorship presentations
- **Recognition** in a post-conference email thanking the sponsors sent to all members

*Registrants will have the option to opt-out of having their phone number and email address shared. Lists cannot be sold or distributed to third parties and may only be used to two times or risk not being given lists in the future.



Recruiter Conference Scholarship

\$3,500 per scholarship

Deadline to sponsor: January 11 (**SOLD OUT**)

AAPPR 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 show your support and commitment to the profession.

Through this sponsorship, AAPPR offers scholarships to in-house recruitment professionals. You will strengthen your image and raise awareness of your brand (or an honoree) within the recruitment profession.

AAPPR will:

- Create a customized, branded scholarship with eligibility criteria determined by you
- Post scholarship information (including sponsor recognition) at AAPPR.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 AAPPR Scholarship sponsored by [your company's name], before, during and after the AAPPR Conference
- Fully administer the scholarship:
 - Create online scholarship application and submission process
 - Collect completed applications and review
 - 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

- Note any desired scholarship criteria. AAPPR staff will confirm (you can also leave the terms of the scholarship up to the AAPPR 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!).



Monday Opening Keynote and Bag Sponsorship (bundled)

\$30,000 | Sold Out

- Introduce opening keynote speaker and address attendees (five minutes maximum) on Monday morning
- Company logo on conference attendee **registration bags** (bag and artwork must be approved by AAPPR)
- Up to two (2) tables for promotion outside general session room before and during the keynote presentation (sponsoring company is responsible for attending tables and any materials at the tables)
- Up to two (2) promotional signs may be placed in the room (location to be determined at the discretion of AAPPR staff)
- Ability to place promotional materials at tables/chairs Ability to host a meet-and-greet with attendees and keynote presenter (book signing, DIY photo booth during non-exhibit hall hours, must be pre-approved by AAPPR)
- Exclusive signage at the keynote presentation
- One full-page ad in the conference onsite program
- One banner ad and three push notifications on mobile app
- Verbal recognition during opening remarks
- Logo in conference agenda
- Clickable logo on AAPPR website and mobile app



Tuesday Keynote and Lanyards Sponsorship (bundled)

\$20,000 | Sold Out

- Introduce keynote speaker and address attendees (five minutes maximum) on Tuesday afternoon
- Company logo on conference attendee **lanyards**
- Up to two (2) tables for promotion outside general session room before and during the keynote presentation (sponsoring company is responsible for attending tables and any materials at the tables)
- Up to two (2) promotional signs may be placed in the room (location to be determined at the discretion of AAPPR staff)
- Ability to place promotional materials at tables/chairs
- Exclusive signage at closing keynote presentation
- Half-page ad in the conference onsite program
- One banner ad and two push notifications on mobile app
- Verbal recognition during opening remarks
- Logo in conference agenda
- Clickable logo on AAPPR website and mobile app



Mobile App & WiFi Sponsorship (bundled)

\$20,000 | Sold Out

- Exclusive sponsorship of conference mobile app, mobile device charging station for attendees, and Wi-Fi service (you set the password)
- Banner ad on attendee registration confirmation email
- Logoed insert with Wi-Fi info in each attendee name badge
- Half-page ad in the conference onsite program
- Two (2) custom social media pushes - sponsor selects the preferred date, time and social channel of the posting and is required to provide all content, imagery and links
- Recognition in mobile app with one daily push notification
- Clickable logo on AAPPR website and mobile app



Members Only Monday Networking Party Sponsorship

\$20,000 | Sold Out

- Exclusive sponsorship of Monday two-hour evening event at Marriott Marquis
- Verbal recognition during event welcome remarks and ability to address attendees
- Sponsor's representatives who are registered as exhibitors are welcome to attend (no other exhibitors/sponsors will be in attendance)
- Logo on drink tickets
- Exclusive signage at Monday evening event
- Logo in conference agenda
- One banner ad and two push notifications on mobile app
- Clickable logo on AAPPR website and mobile app



Attendee Headshot Sponsorship

\$15,000 | Sold Out

- Sponsorship of professional photographer who will take attendees' headshots and send the digital image by email
- Sponsor has the opportunity to have a company representative check in the attendees, schedule appointments at their booth or the professional headshot could be part of your exhibit space. We will work with you!
- Exclusive signage at headshot area
- Two push notifications on mobile app
- Clickable logo on AAPPR website and mobile app



Welcome and Hotel Room Key Sponsorship

\$12,000 | Sold Out

- Company logo on conference host hotel's attendee room keys
- Distribute item in attendee conference bag
- Co-branded welcome letter from AAPPR and your organization for attendees at hotel check-in
- Two (2) custom social media pushes - sponsor selects the preferred date, time and social channel of the posting and is required to provide all content, imagery and links
- Exclusive signage at immediate registration area
- One push notification on mobile app
- Clickable logo on AAPPR website and mobile app



Wellness Sponsorship

\$10,000 | Sold Out

- Offer chair massages in your island booth during exhibit hall hours (exhibit space not included; massage therapists to be contracted and paid for by sponsor; scheduling appointments is the responsibility of the sponsor)
- Exclusive sponsorship of Tuesday morning yoga session at the Marriott (Sponsor provides instructor, mats, music, and optional food and beverage. AAPPR will coordinate registration.)
- Opportunity to address participants during event
- Three customized social media posts – sponsor selects the preferred date, time and social channel of the posting and is required to provide all content, imagery and links
- One banner ad and two push notifications on mobile app during the conference
- Half page feature of wellness sponsorship in onsite program, including details on massages and yoga
- Signage promoting wellness offerings to include sponsor logo
- Clickable logo on AAPPR website and mobile app



New Member Reception Sponsorship

\$10,000 | Sold Out

- Custom branded email before conference to new members/first time attendees
- Exclusive signage at the new members/first time attendee reception
- Address attendees at reception (approx. 250)
- Verbal recognition during event's opening remarks
- Four company representatives may attend reception
- May provide a reception gift
- Logo in conference agenda
- One push notification on mobile app
- Clickable logo on AAPPR website and mobile app



Meal Sponsorship

\$5,000 | Sold Out

- Sponsor breakfast or lunch on Monday or Tuesday
- Exclusive signage in the meal area
- Can provide logoed napkins
- Seat drop promotional materials at tables/chairs
- Clickable logo on AAPPR website and mobile app



Break Sponsorships

\$3,500 | Sold Out

- Sponsor morning and afternoon breaks on Monday or Tuesday (two sponsors per day)
- Can provide logoed napkins at morning coffee station
- Signage recognizing each day's sponsors at beverage stations
- Clickable logo on AAPPR website and mobile app



Transportation Sponsorship

\$3,500 | Four available

- Sponsor the transportation available to shuttle attendees between the hotel and the McCormick Place during high traffic times for one day (Saturday, Sunday, Monday or Tuesday)
- Signage recognizing sponsor at shuttle stops
- Ability to have a representative ride the shuttle, greet attendees and distribute literature
- Ability to provide a gift to those that ride the shuttle (branded bottle of water, etc. – gift must be approved by AAPPR)
- Recognition in onsite program as transportation sponsor
- Clickable logo on AAPPR website and mobile app



One Day Breakout or Pre-Conference Session Sponsorship

\$3,000 | Twelve available

- Sponsorship of three (3) pre-conference workshop rooms for one day (Saturday or Sunday) OR sponsorship of one (1) breakout session room including three sessions for one day (Monday or Tuesday)
- Exclusive signage at the session podiums for one full day
- Verbal recognition in opening remarks of each respective session
- Logo in conference agenda
- Ability to place promotional materials at tables/chairs in respective breakout sessions
- Clickable logo on AAPPR website and mobile app



Social Media Wall Sponsorship

\$1,000 | Sold Out

- Sponsor the social media wall for one day (Monday or Tuesday) in the exhibit hall
- Exclusive slide in social media loop as attendees post with the AAPPR conference hashtag
- Clickable logo on AAPPR website and mobile app



ADVERTISE IN THE ONSITE PROGRAM

Whether you are exhibiting at the conference or not, you can still reach this target audience by placing an advertisement in the onsite program.

Costs and sizes:

- Full page ad (5.5”w x 8.5”h trim with .125” bleeds): **\$1,200**
- Half page (5.5”w x 4.25”h trim with .125” bleeds): **\$700**

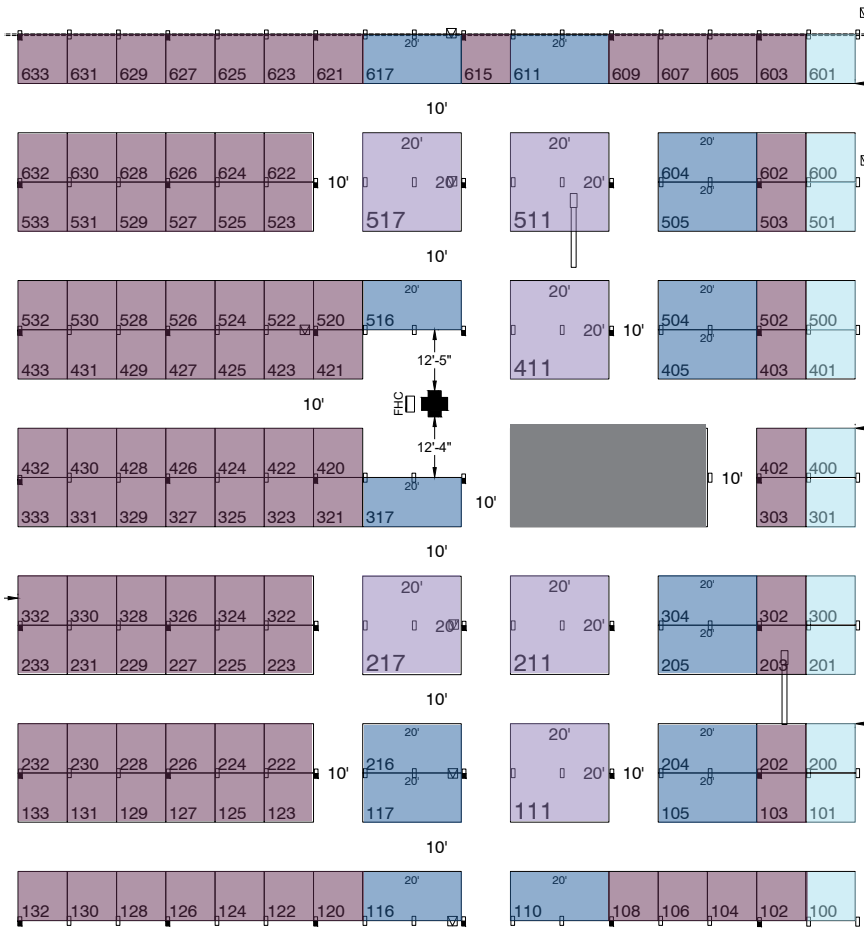
Quarter page ads are not available.

Ads due: March 11, 2022

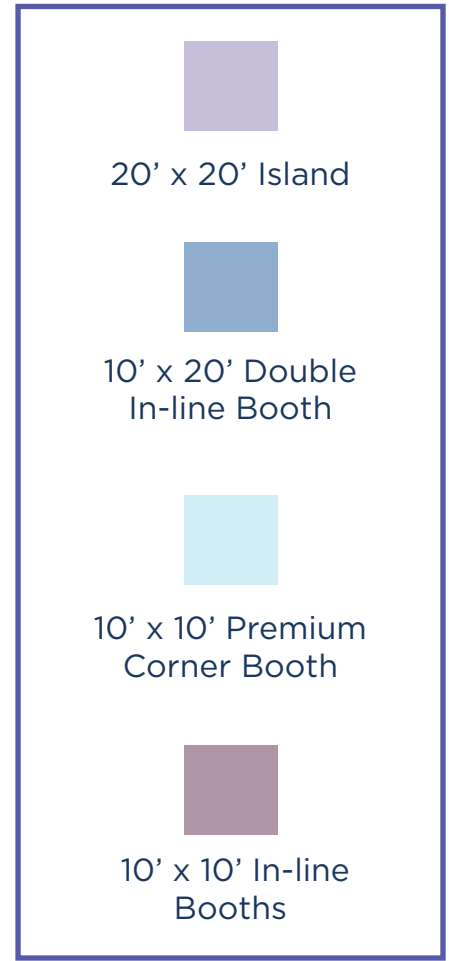
Files must be 300 DPI or higher and in PDF format. Please purchase and upload your ad through a separate registration here: member.aappr.org/event/2022program-ads.



FOOD STATION & SEATING



ENTRANCE DOORS



Exhibitor Information

Only one company per 10' X 10' 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 10' x 10' booths include:

- 3' high side draping
- 8' back wall draping
- One 6' x 30" draped table
- Two side chairs
- One wastebasket
- A one-line sign booth ID sign

How many representatives are allowed?

- All 10x10 exhibit booths will be limited to **four** representatives (two included with registration and an additional two with added registration fees).
- Double exhibit booths are limited to a maximum of **eight** representatives (four included with registration and an additional four with added registration fees).
- Island exhibit booths (20x20) will be limited to a maximum of **16** representatives (eight included and an additional eight 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 exhibit hall reception on Sunday evening, 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 will be sent a list of registered attendees by April 1, 2022. The list will include their name, title, organization, and mailing address. Receiving email addresses is an exclusive benefit for organizations with sponsorship packages of \$10,000 or more.

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:

- \$500 - early bird rate until January 11, 2022
- \$550 - on or after January 12, 2022
- \$600 - onsite rate

No refunds will be provided for representative registrations, but the names may be changed prior to April 8, 2022. 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. Your booth assignment will be emailed to your primary contact on or before March 11. A final confirmation with important onsite information will be sent to all exhibitor representatives on record.

Lodging Information

Hotel reservation information will be provided upon acceptance of your exhibit registration (within 10 business days of submission).

Eligibility to Exhibit

All exhibitor applications are subject to review and approval by AAPPR. 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 AAPPR. We reserve the right to refuse space to any company who has failed to meet prior financial commitments to AAPPR, or whose products or services, in the opinion of AAPPR, do not meet the educational or practice needs of AAPPR members. AAPPR 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 AAPPR 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

AAPPR 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 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 Corners): 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 16'.

Security

The exhibit hall will be locked during non-show hours, but AAPPR and McCormick Place 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 Freeman (our general contractor).

Shipping Information

An exhibitor service kit from Freeman (our general contractor) will be provided to all confirmed exhibitors and will include shipping information. Freeman 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 convention center. All shipments MUST go through Freeman.

Additional Notices

Rigging is allowed in the exhibit hall ballrooms.

Exhibiting companies who wish to provide food/ beverage for attendees must order directly through the SAVOR Chicago (McCormick Place's catering service).

While a traditional lead retrieval system will not be used at the AAPPR Annual Conference, AAPPR plans to provide the ability to capture booth visitor's information through the mobile app if they consent. Additional details will be provided by early March.

Interactive displays (photo booths, money machines, etc.) must be approved by AAPPR 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.

 ***Incentive Challenge to Visit Exhibitors***

AAPPR will incentivize participants to visit exhibitors through a challenge in the mobile app that offers the opportunity to win prizes. Exhibiting companies are invited to donate a prize (up to \$100 value) to be awarded on Tuesday, April 26 at 12:45 PM. A company representative must be available to personally present the prize at that time. If you would like to donate a prize, please indicate this when registering.

 ***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. Exhibitors are responsible for contacting the winners directly and distributing their own prizes.

AAPPR Contact

Nichole Dennis, CMP
Director of Membership & Program Services
517.253.7811 | nichole@aappr.org

POLICIES, TERMS AND CONDITIONS

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

Use of AAPPR Name or Logo

AAPPR'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. AAPPR 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 AAPPR 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 AAPPR. 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 AAPPR functions from Saturday, April 23 through 1 p.m. on Wednesday, April 27.

Social Media Posts

Select sponsorship opportunities include social media posts that AAPPR will make on behalf of the sponsor. These posts must be scheduled by March 25 and must occur by April 13. For each post, the sponsor may choose one channel (LinkedIn, Facebook, Twitter or Instagram).

Early Departure Penalty: \$1,000

To enhance the experience of attendees in the exhibit hall, AAPPR requires that all exhibit booths must remain fully set up and attended by a company representative until the specified tear-down time. AAPPR 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 & Activity

AAPPR 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 AAPPR's exhibit manager.

Cancellation Policy

Written cancellation notice must be received via email (nichole@aappr.org) by February 11, 2022 to receive a 50% refund. No refunds will be given after this date unless the conference is cancelled or rescheduled by AAPPR.

If AAPPR must transition to a fully virtual event or is unable to hold the conference due to acts of God, pandemic, 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, exhibitors/sponsors may choose one of the following:

- Apply their entire in-person sponsorship/exhibit fee to a virtual sponsorship package; or
- Apply their entire in-person sponsorship/exhibit fee to the 2023 AAPPR Annual Conference; or
- Request a refund of their in-person event sponsorship or exhibit fee. Sponsorship fees will be refunded in full. Exhibit fees will be refunded, less the pro-rata share of all costs and expenses incurred and committed by AAPPR. Expenses incurred will not exceed the sum of 20% of each company's exhibit fees.

AAPPR 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 convention center 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 convention center, its owners, and its operator shall be included in such policies as additional named insureds. In addition, exhibitor acknowledges that neither the convention center, 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 and 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.

Freeman 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 Freeman. This includes forklifts, scooters, pallet jacks, genie lifts, etc. as well as all other equipment mechanical in nature.

Freight Handling Jurisdictions

Freeman 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. Freeman will not be responsible, however, for any materials they do not handle. Freeman will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must report to the Freeman 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 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 (**Freeman will have carts available for Freeman's use only**). All forklifts will be operated by Freeman. Personally-owned Vehicles (POVs) such as cars, pickup trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by Freeman 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 Freeman 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.



Association for Advancing Physician and Provider Recruitment

2501 Jolly Road, Suite 110
Okemos MI 48864
800-830-2777 | info@aappr.org