

2024 AACPD SUPPORT AND EXHIBIT PROSPECTUS



AACPD



TRANSLATING
DISCOVERY **2024**
78TH ANNUAL MEETING
QUEBEC CITY, CANADA | OCTOBER 23-26



AACPDm

Dear Industry and Institution Professionals:

The American Academy for Cerebral Palsy and Developmental Medicine (AACPDm) looks forward to our 78th Annual Meeting!

We have selected the theme, **“Translating Discovery”** for the 78th AACPDm Annual Meeting that will take place October 23-26, 2024, in Quebec City, Quebec, Canada. AACPDm members are deeply committed to research, quality improvement, and advocacy in the care of individuals with childhood onset disability. Our annual meetings celebrate this shared passion with presentations of our latest work. This year we want to place special emphasis on the journey of discovery from the bench all the way to implementation into everyday clinical practice. We are a unique academy with transdisciplinary representation, allowing for holistic, collaborative efforts to improve the care of this vulnerable population. The 2024 Scientific Program Committee is creating a meeting that engages sponsors, exhibitors, and speakers who are also committed to this important enterprise.

Our academy offers your organization access to multiple medical disciplines at one meeting, as we are committed to comprehensive care for individuals with childhood onset disability. To ensure the best possible health and developmental outcomes, this population needs coordinated care by medical professionals in a multitude of specialties throughout their lifespan. These are the professionals who attend the AACPDm Annual Meeting. Information and ideas shared at the meeting have exponential impact, as they are shared at home institutions with multi-disciplinary decision makers and team members. Our membership is broad and diverse! For instance, this is the only meeting where you can reach a physical therapist who heads a program at a major hospital, a chief physician of a hospital neuromotor program, an occupational therapist who purchases equipment for a clinic, a neurologist or developmental pediatrician who researches the effectiveness of a new drug therapy, and a speech therapist who works with patients on communication, swallowing, socialization, and learning while also recommending devices to the rest of the care team. Further, professionals representing more than 53 countries throughout North and South America, Europe, Asia, Africa, and Australia regularly attend the AACPDm Annual Meeting, **giving your organization an international spotlight.**

AACPDm values your research, development, and market analysis used to implement science in a way that we can use as clinicians, and we recognize our common mission of improving lives and outcomes for people with childhood-onset disabilities. AACPDm is actively engaged in providing new opportunities for members to collaborate with sponsors throughout the year. We look forward to and greatly appreciate your participation. Reserve your sponsorship and exhibitor selections now! For further information on this year's meeting and future opportunities please visit www.aacpdm.org.

Best Regards,



Laurie Glader, MD
First Vice President



Vedant Kulkarni, MD



Sruthi P. Thomas, MD, PhD

Scientific Program Committee Co-Chairs

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University of Alberta
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Oregon Health and Sciences University
Portland, OR

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About AACPDM

The American Academy for Cerebral Palsy and Developmental Medicine (AAPDM) is an academy of over 1,100 members of multiple professional disciplines dedicated to the improvement in the care of people with childhood-onset disabilities, their families and communities. We are pediatricians, neurologists, surgeons, therapists, nurses, special educators, engineers, and scientists from all over the world. Together we strive daily in our quest to perform the highest quality research, offer education opportunities for ourselves and others in the field, and work to elevate society and culture by recognizing the value and dignity of our fellow citizens with disabilities.

Each year, approximately 1,000 medical professionals gather for the AACPDM Annual Meeting to participate in the high-quality dissemination of information in the basic sciences, prevention, diagnosis, treatment, and technical advances as applied to persons with cerebral palsy and other childhood-onset disabilities.



The AACPDM has over 1,100 members

- 61% MDs & PhDs
- 39% Allied Healthcare Professionals & Students

Attendance at the Annual Meeting reflects this distribution. However, there is a consistent pattern of a regional draw which is not dependent on the location of the meeting. In 2024, we anticipate a strong representation by the Quebec City community.

Target Audience

AACPDM is a multi-disciplinary organization. Attendees to the Annual Meeting include but are not limited to the following:

- Pediatricians, Surgeons, Physicians, Physiatrists, Neurologists, Psychologists
- Physical Therapists, Occupational Therapists, Speech-Language Pathologists
- Orthotists
- Rehab Engineers
- Kinesiologists
- Special Educators
- Administrators
- Researchers
- Nurses
- Nutritionists and Dieticians
- All others concerned with the care of children with cerebral palsy and other childhood-onset disabilities

All skill levels are addressed.

Annual Meeting Attendance History

2023 – 77th Annual Meeting, Chicago, IL **1,188**
2022 – 76th Annual Meeting, Las Vegas **841**
2021 – 75th Annual Meeting, Virtual **1,305**
2020 – 74th Annual Meeting, Virtual **1,228**
2019 – 73rd Annual Meeting, Anaheim, California **1,453**
2018 – 72nd Annual Meeting, Cincinnati, Ohio **920**
2017 – 71st Annual Meeting, Montreal, QC, Canada **1,077**
2016 – 70th Annual Meeting, Hollywood, FL **955**
2015 – 69th Annual Meeting, Austin, TX **1,127**
2014 – 68th Annual Meeting, San Diego, CA **1,080**
2013 – 67th Annual Meeting, Milwaukee, WI **988**
2012 – 66th Annual Meeting, Toronto, ON, Canada **935**
2011 – 65th Annual Meeting, Las Vegas, NV **951**
2010 – 64th Annual Meeting, Washington, DC **881**

2024 Supporter Benefits and Levels

2024 AACPDM Supporter Levels (based on total investment)	Premium \$50,000+	Platinum \$25,000+	Gold \$15,000+	Silver \$10,000+	Bronze \$5,000+
Company name, logo and description in the final program and Annual Meeting website	√	√	√	√	√
Delegate Registrations	8	4	3	2	1

To reserve your exhibit booth and secure sponsorship, complete the application available via the link below:
<https://www.aacpdm.org/events/2024/supporters-exhibitors>

2024 à la carte sponsorship! Select sponsorship opportunities from the diagram below. The cumulative total will determine your overall sponsorship level.

\$40,000	<p>Thursday or Friday Product Theater <i>Reach over 300 attendees during a time unopposed to official educational programming.</i></p> <p>Product Theater sponsorship fee includes access to lead retrieval, boxed lunch, basic audio/visual set-up, as well as recognition in the program. Please contact the AACPDM office for details regarding how to enhance your sponsorship offerings for additional fees. <i>If your company is interested in a smaller, more intimate attendee number, please contact AACPDM staff for details.</i></p>
\$35,000	<p>Breakfast Product Theater As the only sponsored sit-down breakfast offered each day, you will surely attract everyone's attention! Reach an estimated 300 participants from a range of disciplinary fields to highlight your company and product. <i>Product Theater sponsorship fee includes access to lead retrieval, basic food and beverage, and basic audio/visual set-up. Please contact the AACPDM office for details regarding how to enhance your sponsorship offerings for additional fees.</i></p>
\$20,000	<p>Meeting Space Wi-Fi Get noticed by every attendee connecting to the Wi-Fi with a custom splash page. Additionally, your company will be recognized on all materials referencing the Wi-Fi information for our meeting. <i>Contact the AACPDM office for more details.</i></p>
\$20,000	<p>Welcome Reception – Sole Sponsorship NEW This event is open and complimentary to all meeting attendees (estimate 1,000). The event offers an inviting and impressive atmosphere for networking and collaboration. Be remembered for years to come with your logo present on every snapshot taken at the photo booth! You'll also be recognized on all signage related to this reception as well as your logo and booth number on custom cocktail napkins (while supplies lasts). *Photo booth is co-branded with AACPDM <i>Contact the AACPDM office to enhance sponsorship (additional fees apply).</i></p>
\$15,000	<p>General Session Opening Slide Showcase your company to an estimated 1,000 attendees through a distinctive slide that will be featured before the commencement of one General Session. <i>Sponsored slide will be on rotation with other opening slides for the General Session. AACPDM will assign which day your slide will display.</i></p>
\$15,000	<p>Community Forum Luncheon Your company name will be in front of all attendees as the only luncheon sponsor for the free, family focused event.</p>
\$15,000	<p>Coffee/Networking Break NEW Attendees enjoy meeting with their colleagues to exchange ideas during the breaks. Your booth won't be missed with a specialty coffee maker and barista whipping up cappuccino, latte and espresso's for attendees. Plus your logo will be recognized in all publication related to the coffee break.</p>
\$10,000	<p>Lightning Lectures NEW This event will take place over the Thursday lunch hour where you'll be allotted 12-minutes to do a rapid-fire presentation in front of up to 300 attendees. The time will be shared with a maximum of 4 sponsors. Sponsorship includes boxed lunches for attendees, basic audio/visual set-up, as well as recognition in the program. Reach out to staff for details.</p>
\$10,000	<p>Attendee Registration Bags – Sole Sponsorship Our attendees are delighted to receive a reusable tote bag for use during and after the meeting, giving the sponsor name brand recognition nationally and internationally. AACPDM staff will order the bags to include the 78th Annual Meeting banner on one side and the sponsor's name on the reverse side.</p>
\$10,000	<p>Plenary Speaker Sponsorship Support the mission of AACPDM and the Annual Meeting by sponsoring a plenary session speaker, reaching an estimated 1,000 attendees. Your company name will be recognized at the general session and in the program. Contact the AACPDM office to discuss details.</p>
\$10,000	<p>Lanyards – Sole Sponsorship A can't miss opportunity! Nearly every meeting attendee will use a lanyard to display their name badge throughout the meeting. Your company name and logo will be displayed.</p>
\$8,000	<p>Water Bottles NEW Join Quebec City by being environmentally conscience. Your logo will be directly in the hands of thirsty meeting attendees who want to take advantage of the water stations located in every session room! Provide your logo to the AACPDM staff to be co-branded with a preselected bottle.</p>
\$8,000	<p>Branded Notebooks NEW Attendees will appreciate having a notebook to take notes during the Annual Meeting. The supporter will receive an ad on the inner cover or back page of notebook. This item is sure to be used even after the meeting, maximizing the supporter's visibility.</p>
\$7,000	<p>Committee or SIG Sponsorship Don't miss this opportunity to sponsor an AACPDM Committee need! Committees meet throughout the year and are fundamental to the AACPDM mission. Final selections will be made by AACPDM leadership *Sponsorship options begin at \$7,000 and will depend upon the agreed sponsorship items.</p>

2024 Supporter Benefits and Levels, *continued*

\$5,000	Mobile App Homepage Sponsorship – Sole Sponsorship NEW Ensure constant visibility as your company logo takes a prominent position on the app's homepage, making a lasting impression every time users engage with the mobile app.
\$5,000	Sponsored Notepads Attendees will appreciate having a handy 5x7 notepad during the Annual Meeting. The supporter's logo will be imprinted on the notepads, which will be given to all attendees and used even after the meeting, maximizing the supporter's visibility.
\$5,000	Sponsored Apparel at Registration Catch attendees eye by sponsoring an article of clothing for registration staff to wear onsite! One item per sponsorship, AACPDM to include logo on apparel.
\$5,000	Sponsorship for the AACPDM Community Forum Reach families directly through a sponsorship of this one-of-a-kind event within the Annual Meeting! This FREE educational event for families and individuals with cerebral palsy or other childhood-onset disabilities is also recorded and posted to the AACPDM website for longevity of sponsorship. Sponsorship dollars could be directly allocated to a number of needs within the forum.
\$3,000	Quarterly Newsletter Sponsorship AACPDM connects with all members through quarterly newsletters. Your company sponsor spotlight will have a paragraph summary. Don't miss an opportunity to engage with the full membership!
\$3,000	Daily Email Sponsorship Three separate sponsorship opportunities are available. Daily emails will be sent during the meeting, highlighting the program sessions and events.
\$3,000	Mobile App Push Notification Sponsorship option allows one push notification sent to all meeting attendees during the meeting advertising your organization and/or exhibit booth.
\$3,000	Sponsor an AACPDM Meeting Attendee Provide Annual Meeting attendance to a potential attendee. Select from the following recipient category: Student, specific professional field, or person with lived experience. Your company will be mentioned as a sponsor in blast email notifications announcing the opportunity. AACPDM will work with the sponsor to select and confirm the final candidate. AACPDM will work with sponsor to confirm the candidate for the scholarship.
\$3,000	First Ad in the Program Your company will be the very first ad in the 2024 AACPDM program that participants view when they access both the print and electronic versions.
\$2,500	Sponsored Pens – Sole Sponsorship NEW Get your logo directly into the hands of meeting attendees with this exclusively sponsored item. <i>This item is chosen and designed by AACPDM.</i>
\$2,500	Gala Dinner Bundle This special offering allows your group the option to join in the fun of the legendary AACPDM Networking Gala Dinner. Invite up to 10 guests to dine at your sponsored table where you will be able to share materials and indulge in quaint conversation. Please note, all guests must be registered for the AACPDM Annual Meeting.
\$2,250	Full Page Ad in Final Program First come, first served for ad placement.
\$2,100 – \$3,100	Exhibit Booth - 10x10 The exhibit hall hosts the Welcome Reception, breakfast, coffee breaks, and the Poster/Exhibit Review. It is a primary networking area for attendees. <i>One complimentary exhibitor badge included with every booth. Booth purchases count towards your total investment for your Supporter Level which may grant you additional delegate registrations.</i>
\$2,000	Registration Bag Insert Every meeting attendee registration bag will include your handout. <i>Printing and shipping is at the expense of the sponsor. Maximum size of one 8.5x11 (single or double sided). You can work with AACPDM staff for printing and shipping instructions for ease of distribution.</i>
\$1,500	Sponsored Cling Catch the attention of attendees with a sponsored cling placed in a prominent location throughout the meeting foyer. You company will design the logo and work with AACPDM approved decorator regarding placement at the convention center. Prices start at \$1,500 for a 2'x2' cling.
\$1,500	Half Page Ad in Final Program First come, first served for ad placement.
\$525	Lead Retrieval Easily gather the contact information for every attendee that visits your booth throughout the meeting! <i>The AACPDM licensed registration vendor offers two convenient methods for scanning leads. You can either utilize a dedicated handheld device designed for badge scanning or opt for a mobile application that you can download onto your personal cell phone or tablet. Kindly indicate your preferred choice during the online ordering process.</i>

Have an idea for a support opportunity you don't see listed? Contact the AACPDM office at 414-918-3014 or via email at meetings@aacpdm.org to discuss details. AACPDM encourages new and unique sponsorships and we look forward to creating something for your organization.

Thank you for your sponsorship! To support you in the process, AACPDM uses CadmiumCD to reserve and purchase sponsored items (including booths). CadmiumCD serves as your scheduler! The program will assign tasks and send reminders to help fulfill sponsorship commitments and best represent your organization at the meeting. If tasks are not completed (such as uploading a logo or description), one may be selected for you. Sponsored items, including booth selections, will not be finalized until payment is received.



Exhibiting at AACPDM

Benefits to Exhibiting

The Quebec City Convention Centre is an excellent conference facility with meeting rooms, exhibition areas and posters all in close proximity to one another. The exhibit hall will host coffee breaks and the Poster and Exhibit Review. It is a primary networking area for attendees.

- Nearly 9 hours of direct contact with AACPDM meeting attendees!
- Exposure to leaders in research and treating people with cerebral palsy and other childhood-onset disabilities
- Company name and 50-word description in the final program and mobile app
- Company name on exhibit hall entrance unit
- Includes one exhibit staff badge which allow access to Exhibit Hall and all social events. Up to 6 additional badges can be purchased for a 10x10 booth space.
- Carpeted exhibit hall

Exhibit Booth Details

Each Booth includes:

- One 10' x 10' draped exhibit space
- One 6' draped table
- Two side chairs
- Identification sign
- One waste basket
- 50-word company description in the final program
- One exhibitor staff registration. Exhibit staff registration allows access to the exhibit hall only. A separate registration fee is needed to access the scientific sessions.

Price per booth is for a 10' x 10' space. An application with full payment is due by **September 13, 2024**.

Booth selections will not be finalized until payment is received.

Non-profit organizations please contact AACPDM at 414-918-3014 or via email at meetings@aacpdm.org.

To reserve your exhibit booth and secure sponsorship, complete the application available via the link below:

<https://www.aacpdm.org/events/2024/supporters-exhibitors>

Exhibit and Poster Floor Plan

See the map below. GES is the official tradeshow company for the Annual Meeting.

Preliminary Exhibit Hall Schedule and Events

The 2024 Annual Meeting will have over 8 hours of scheduled Exhibit Hall hours!

Wednesday, October 23, 2024

11:00 am – 4:00 pm Set-up
5:30 pm – 8:00 pm Welcome Reception in Exhibit Hall

Thursday, October 24, 2024

7:00 am – 8:00 am Continental Breakfast in the Exhibit Hall
10:45 am – 11:45 am Exhibit and poster review (with coffee break)
4:15 pm Exhibit Hall closes

Friday, October 25, 2024

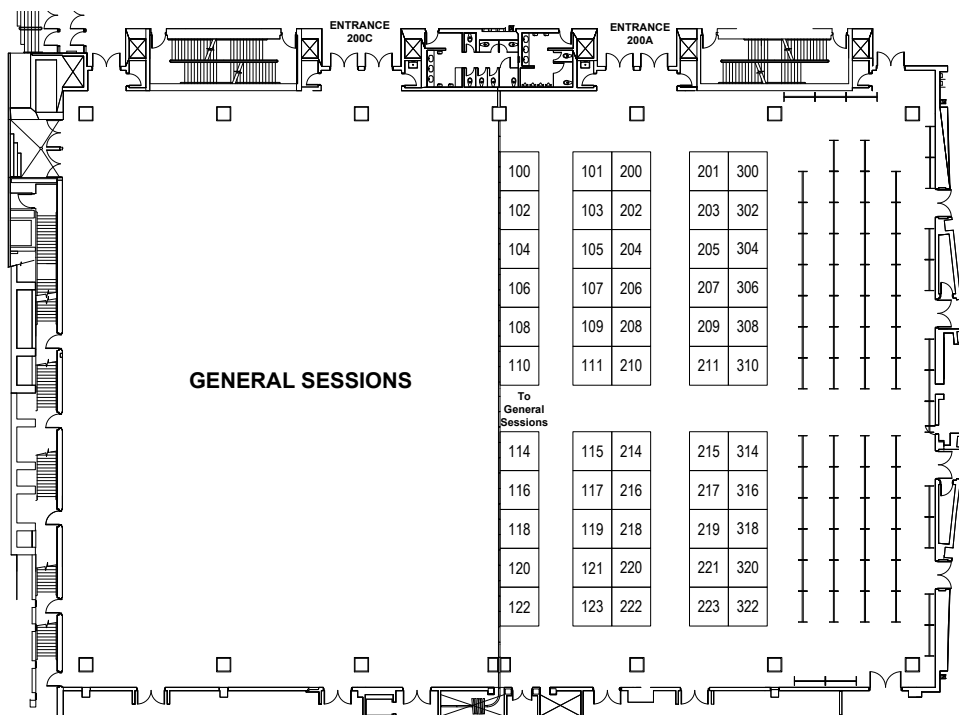
7:00 am – 8:00 am Continental Breakfast in the Exhibit Hall
10:15 am – 10:45 am Coffee break in Exhibit Hall
1:30 pm – 2:30 pm Exhibit and poster review (with coffee break)
2:30 pm Exhibit Hall closes

Saturday, October 26, 2024

7:00 am – 8:00 am Continental Breakfast in the Exhibit Hall
9:00 am – 9:30 am Coffee break in Exhibit Hall
9:30 am Tear-down

*Exhibitors should expect foot traffic through the Exhibit Hall before and after General Sessions

** All exhibit hall hours and floor plans are subject to change.



Meeting Space

AACPDM 78th Annual Meeting will be held at the Québec City Convention Centre. Discounted hotel room blocks will be available with the opening of registration in May, 2024.

Dates To Remember

December 21, 2023	Exhibitor and sponsor prospectus is released. Make your selection early for the best booth location and sponsored items.
May 31, 2024	Exhibitor Service Manual sent
September 1, 2024	Deadline to register for an Exhibit Booth (after September 1, please contact meetings@aacpdm.org or 414-918-3014 for availability)
September 1, 2024	Deadline for printed advertising in final program (after September 1, please contact meetings@aacpdm.org or 414-918-3014 for availability).
September 1, 2024	Deadline for literature circulation at the Annual Meeting
October 23, 2024	Exhibit set-up
October 23-26, 2024	78th AACPDm Annual Meeting Québec City Convention Centre

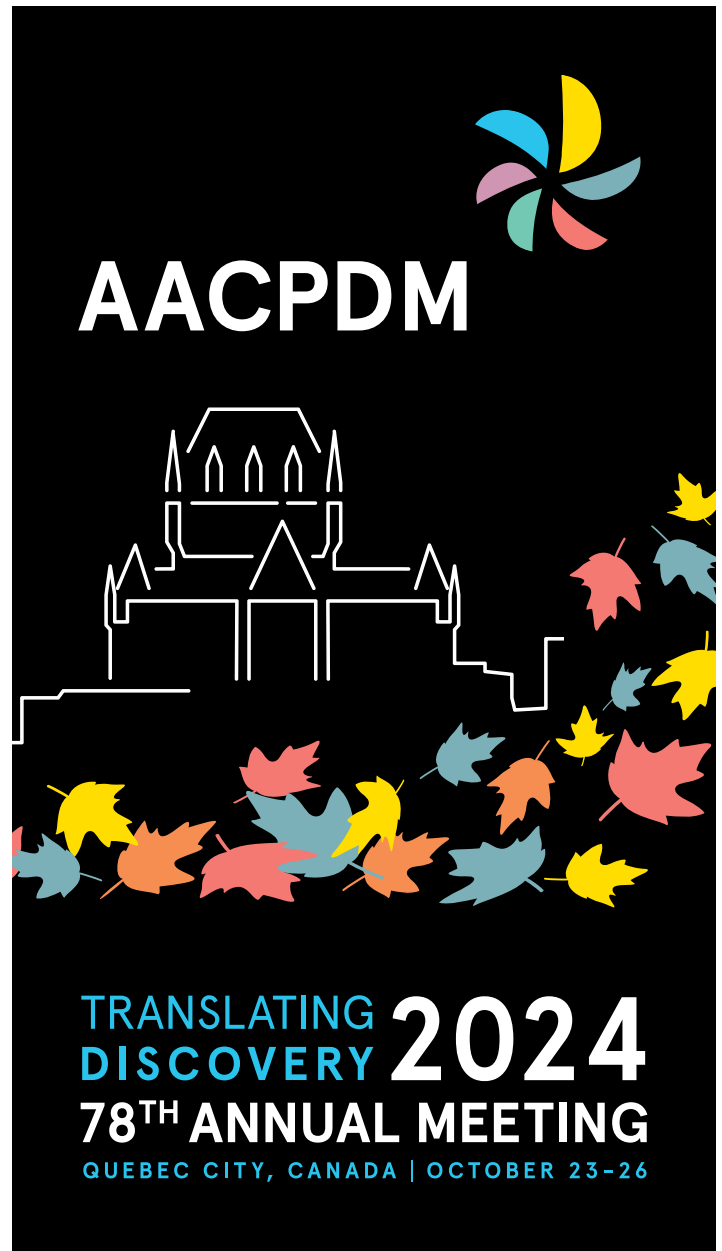


Exhibit Rules and Guidelines

1. Agreement

The following rules and regulations and those appearing in the exhibit prospectus become binding upon acceptance of this Agreement between the applicant, their employees and agents, and AACPDM, and any additions and amendments thereto that may thereafter be established or put into effect by the Management.

2. Application to Exhibit

AACPDM reserves the right to determine eligibility of any exhibit at the Annual Meeting. The application approval process may take up to 2 weeks to complete.

3. Booth Assignments

Every effort will be made to give exhibitors their first choice of location. In case of conflicting requests, priority will be determined on the basis of:

1. Amount of booth space requested
2. Exhibitors participation in past AACPDM meetings
3. Date the application and payment were received by AACPDM
4. Special needs of the exhibitors.

Booth assignments will be made when full payment is received. In order to obtain the best booth assignment possible, your application must be received before August 3, 2024. Applications received after August 3, 2024 will be assigned to the space remaining in order of receipt. Booth assignments will be confirmed when booth is paid in full.

4. Cancellation of Booth Space

A written notice of request for cancellation must be transmitted to the AACPDM Office, 555 E. Wells St., Suite 1100, Milwaukee, WI, 53202. The following regulations apply:

- a. If written cancellation of space is received before August 3, 2024, a refund of 80% will be returned to the company.
- b. If written cancellation of space is received on or after August 3, 2024, but before September 3, 2024, a refund of 25% will be returned to the company.
- c. No refunds will be made for cancellations on or after September 3, 2024
- d. Space not claimed or occupied by 6:00 p.m. on Wednesday, October 23, 2024 may be resold or reassigned without obligation on the part of AACPDM for any refund whatsoever.

5. Assignment of Space by Exhibitor

No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted nor exhibit therein any goods other than those manufactured or sold in the regular course of the business by the exhibitor.

6. Installation of Exhibits

Exhibitors are allowed to set-up their booth only during the designated installation times. If special setup times need to be coordinated, contact meetings@aacpdm.org.

7. Purpose

AACPDM, in keeping with its stated purpose, encourages that exhibits be educational, communicative, and provide resourceful information.

8. Rules Governing Exhibitors

No combustible materials, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time for construction or decoration. "Fire-proofed" paper is not considered non-combustible as interpreted by fire inspectors. All muslin, velvet, silken or any other cloth decorations must stand a flame proof test as prescribed by fire ordinances. All materials and fluids which are flammable must be kept in safety containers. All displays, exhibit equipment and merchandise to be displayed must conform to the requirements of the fire department in the city the Annual Meeting is being held. All packing containers, excelsior, and wrapping paper must be removed from the floor and must not be stored under tables or behind displays. Exhibitors are required to observe the following regulations for setting up their exhibits:

- a. Nothing will be tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, furniture or other properties of the building. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.
- b. It is mutually agreed that it is the duty and responsibility of each exhibitor to install and put their exhibit into place before the show and to dismantle and remove the exhibit immediately after the close of the show. In addition, property shipped to or from the hall by the exhibitor for installation or display at the meeting is at the sole risk of the exhibitor.
- c. Exhibitors are permitted to exhibit only products of their own lines (manufactured or distributed by them). Other material, equipment, apparatus, and systems not of their own lines but necessary for demonstration of the exhibitor's products are permitted. Distribution of food or beverages of any kind must be approved by the venue of the Annual Meeting. Orders may be taken in the Exhibit area; however, no money (cash, check or credit card) may be exchanged.
- d. Serving alcoholic beverages in exhibit booths will not be permitted. Any infraction of this rule will make it compulsory for the Academy to close the violator's exhibit for the remainder of the show.
- e. Distribution by exhibitors of any printed matter, souvenirs, or other articles shall be restricted to the space occupied by their exhibit. Booth attendants, manufacturer's salesmen or representatives, including models or other supportive personnel, must remain within the space assigned to the exhibitor, and must be knowledgeable with the company's products/ services.
- f. Exhibits must be staffed at all times during exhibit hours.
- g. Distribution of "giveaways" must have written approval by AACPDM no later than **August 3, 2024**.
- h. Prizes, awards, lotteries, drawings or contests by exhibitors are authorized only by AACPDM and must be approved by **August 3, 2024**.
- i. Displays-General: No goods may be displayed in any part of the hotel or conference space except within the limits of the exhibit space contracted for with the Academy and assigned to the exhibitor.

Exhibit Rules and Guidelines, continued

- j. Helium balloons are not allowed.
- k. Hospitality Rooms and Exhibitor Events: It is requested that exhibitors confine these activities to times when no educational sessions are in progress. Private rooms for entertainment will be available only to companies which have contracted for exhibit space. All activities must be approved by the AACPDM.
- l. Distribution of Literature and Promotional Items: Exhibitors may not distribute any promotional literature or other items of this type in conference space corridors, in hotel corridors, under guest room doors, or guest mail boxes, without written permission from the AACPDM.
- m. Exhibitor Attendance/Registration: The exhibit area is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for booth space, and whose products are in keeping with the educational interests of the AACPDM. Representatives of non-exhibiting firms will not be allowed in the exhibit area, nor will they be permitted to display their products or services. All individuals (i.e. attendees, sponsors, and exhibitors) must purchase/provide an AACPDM Annual Meeting badge to be present in the exhibit hall.
- n. Exhibitors must clearly mark the FDA status of each device exhibited.

9. Sound Devices

The use of devices for mechanical reproduction of sound or music shall not be permitted in the exhibition areas at any time. In general, the employment of any method to project sound beyond the confines of any exhibitor's booth, whether naturally or mechanically, is prohibited. No objectionable lights or noises will be permitted in exhibitors' booths. The AACPDM reserves the right to exclude or to remove any objectionable equipment or exhibitor.

10. Removal of Exhibits

Exhibits may be removed only at the designated time listed. Exhibitors expressly agree not to begin packing or dismantling displays until after official closing on **October 26, 2024**.

11. Selling Restrictions

Order taking on the Exhibit floor is allowed; however, no money (cash, checks or credit cards) may be exchanged. Direct sales are prohibited in the Exhibit Hall.

12. Security

Exhibitors must make provisions for the safeguarding of goods, material, equipment and displays at all times. Security will be provided for the exhibit area, but the AACPDM, the conference center, and the service contractors do not guarantee or protect exhibitors against loss or damage of any kind incurred by exhibitors. All exhibitors must have proper identification to enter the exhibit area. The room is only open during the hours scheduled by the event. Exhibitors must adhere to posted event times.

13. Liability

Exhibitors must surrender space occupied in the same condition as it was at the time of the occupation. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the venue premises and will indemnify, defend, and hold harmless the venue, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

14. Cleaning

Aisles will be vacuumed daily. Each exhibitor is responsible for maintaining the space assigned to them in an attractive manner. The official contractor must be used for the nightly cleaning of booths.

15. Official Decorator and Drayage Company

GES is the official decorator and drayage company for the AACPDM Annual Meeting. A set of service forms will be forwarded to exhibitors after the confirmation of exhibit space. Labor will be available for setting up and dismantling of displays in accordance with advance orders. Prevailing labor rates and local union requirements will apply. Exhibitors using contract labor other than GES must provide the AACPDM with the name and address of that contractor a minimum of 30 days prior to the meeting. A certificate of insurance also must be submitted to the AACPDM naming the AACPDM as an additional insured and indemnifying and holding the AACPDM, GES, and the Quebec City Convention Centre harmless in the event of damage to the property, personal injury, or failure to adhere to the exhibit facility rental contract to these rules. A service center will be open during move in and move out.

16. Shipping Instructions

All shipments should be coordinated through the decorator, AACPDM official decorator. The tradeshow company will send you a packet of information prior to the event. All the information you will need to set-up your booth (furniture, electrical, A/V needs, etc.) will be in this packet. Copies of shipping labels showing number of pieces, routing, carrier's name, additional customs forms, etc. must be filled out and sent to the tradeshow company. A copy of the address labels will be included in the exhibitor packet.

To reserve your exhibit booth and secure sponsorship please complete the application via the link below:

<https://www.aacpdm.org/events/2024/supporters-exhibitors>