



AACA 34th Annual Conference July 17 - July 21, 2017

Exhibitors' Marketing Opportunities

**Minneapolis Marriott City Center
30 South 7th Street
Minneapolis, MN 55402**

The American Association of Clinical Anatomists (AACCA) cordially invites you to attend and exhibit at our **34th** Annual Conference. Exhibitor hours are listed on the following page. **Space is limited, so don't wait - reserve your spot today!**

Quick Facts:

- AACCA has consistently drawn 300 to 350+ attendees at our conference.
- Typical participants are teaching faculty, non-transplant anatomical donation program directors and staff, anatomy and bio skills training laboratory staff, postdocs, graduate and undergraduate students, as well as health professional clinical faculty and residents.
- These members of the Association represent a wide variety of backgrounds with experience in research, clinical practice, clinical research, teaching in accredited Colleges and Universities, administrative or other aspects of the field.

This is a unique opportunity for your company to present itself and interact with key players in the industry during several days of enriching programming and social activities. As a sponsor or exhibitor, you will be able to share information on your latest products, services, and resources while at the same time supporting the only professional society devoted solely to the advancement of the science and art of clinical anatomy. By being an AACCA supporter, you have the unique opportunity to contribute to changing trends in anatomy.

The AACCA Annual Meeting is a "once a year only" opportunity for you to reach key contacts in the specific niche of clinical anatomy. We offer a well-planned conference that provides an excellent environment for showcasing your company as a key participant in this field of science.

Even if it is not possible for you to attend the conference, please see the enclosed information on alternative opportunities to showcase your products and services. February 16, 2017 is the due date for your payment to hold your spot. After that date – remaining spots will be first-come, first-served.

To receive full benefits for supporting AACCA you must advise the Executive Director, Caitlin Hyatt, (chyatt@asginfo.net) of your advertising and sponsorship efforts.



IMPORTANT DEADLINES:

February 1, 2017

- Any exhibitor applications received after this date will be assigned space by AACCA management on a first come, first served basis.
- Deadline for payment to be received to hold the exhibit space.

May 1, 2017

- Exhibitors cancelling on or before this date will be charged a \$100 processing fee per table/booth space. No refunds of table/booth space registration fees after this date.
- All booth personnel must be registered for the conference.

May 5, 2017

- Deadline to submit an ad for the booklet/conference program.

June 13, 2017

- Deadline for any request for an exhibitor sponsored event or focus group to be brought to AACCA Executive Director’s attention for approval.

June 16, 2017

- Deadline for exhibiting companies to purchase a spot on the exhibit hall passport

July 10, 2017

- Exhibitor shipments arrangement deadline **(All shipments must be arranged through Rossi Expositions. No shipments or materials should be sent to the hotel.)**

July, 14, 2017

- Purchased advertising materials should be sent to the hotel and received by this date.

July 17, 2017

- Tables/booth space must be installed by 5 PM on this date.

July 20, 2017

- Minneapolis Marriott City Center must be vacated of all exhibit material by 5 PM on this date.

EVENT SCHEDULE (PRELIMINARY – Subject to Change)

MONDAY, JULY 17

8:00 AM – 5:00 PM	Exhibit Set Up
6:30 PM – 8:30 PM	Welcome Reception

TUESDAY, JULY 18

8:00 AM – 5:00 PM	Registration
8:00 AM – 12:00 PM	Commercial Exhibits
12:00 PM – 1:00 PM	Lunch (on your own)
1:00 PM – 5:00 PM	Commercial Exhibits

WEDNESDAY, JULY 19

8:00 AM – 5:00 PM	Registration
8:00 AM – 11:45 AM	Commercial Exhibits
11:45 AM – 1:00 PM	Lunch (on your own)
1:00 PM – 5:00 PM	Commercial Exhibits
6:30 PM – 8:00 PM	Social

THURSDAY, JULY 20

8:00 AM – 5:00 PM	Registration
8:00 AM – 12:00 PM	Commercial Exhibits
12:00 PM – 4:00 PM	Exhibitor Breakdown
5:00 PM – 8:00 PM	Reception & Banquet



HOTEL RESERVATIONS

Make reservations for the **\$159** contract rate at Minneapolis Marriott City Center [HERE](#). If you call the hotel directly, you must identify as being with American Association of Clinical Anatomists (**AACA.**)

EXHIBITOR ACTIVITIES AND SPONSORSHIP

- Any exhibitor sponsored event open to conference participants should be coordinated through the Executive Director. Notice should be given at least **one month** before the conference to avoid scheduling problems and to allow for printing in the conference schedule.
- Any service, token, or activity provided by an exhibitor should be available to all registered participants at the meeting, on a first-come, first-served basis.
- Exhibitor focus groups are to be held at times **other** than those scheduled for presentations, committee meetings, receptions, etc. Focus group meeting times **must be** approved by the AACA Executive Director.

PARTICIPATE IN THE EXHIBIT HALL PASSPORT

Looking for a quick way to increase traffic to your booth? How about purchasing placement on the Exhibit Hall Passport? This \$150 purchase will encourage attendees to stop by your booth. Here's how this works: each attendee will receive a passport card with the logos of participating exhibitors. Attendees are instructed to stop by each exhibitor who purchased a spot on the passport. Once the passport is completed, attendees will turn them in and enter their completed card in for a drawing. The prize is \$50 off of a future conference registration. **The DEADLINE for companies to participate is Friday, June 16th.**

Participate in the AACA 2017 Annual conference official Exhibit Passport for your chance to win a prize, while touring the latest products and services!

HERE'S HOW IT WORKS!

1. Visit the booths of all participating exhibitors and have them stamp their section of the passport grid.
2. After you're done, enter your contact information on the back and submit your card to the AACA Registration Desk.
3. Only fully completed cards that are submitted by 12 PM on Thursday will be eligible for the drawing.
4. Winners will be announced at the Banquet on Thursday night. You must be present to win.



PLACE YOUR ADVERTISING MATERIALS IN CONFERENCE REGISTRATION PACKETS

- For a fee of \$400, you may include your advertising materials in conference registration packets to be given out at registration. The option is included on the exhibitor application.
- Purchased advertising materials should be sent to the hotel and **received** by July 14. Materials may be in a brochure format or (no more than) 3 pages collated and stapled.
- Ship the ad material to be included in conference registration packets to:

Caitlin Hyatt
c/o Minneapolis Marriott City Center
30 South 7th Street
Minneapolis, MN 55402
Event: AACN 2017 Meeting July 17 – 20

Please be sure to add an extra label on **each** of your boxes that says

AACN Conference – *COMPANY NAME* Registration Insert.
Box 1 of __

DO NOT send exhibit booth materials to this address. All exhibit booth items must be shipped through the official tradeshow contractor for this meeting: Rossi Exhibitions. Participating exhibitors will receive information on this process upon confirming their space.



ADVERTISE IN THE 2017 AACAA CONFERENCE BOOKLET

- Ads may be sent to Caitlin Hyatt at chyatt@asginfo.net (after checking for availability)
- Deadline to submit an ad for the booklet is **May 5, 2017**.

Company _____

Contact Name _____

E-mail _____

Phone _____

FAX _____

Ad Specification Sheet If ordering ad space, please check with Caitlin Hyatt at chyatt@asginfo.net for ad placement availability.	Price	Please check size
Full Color		
Full page inside front cover	\$500	
Full page inside back cover	\$450	
Full page outside back cover	\$525	
Full page inside (location requests considered - not guaranteed)	\$400	
Black & White		
Full size	\$300	
½ page	\$250	
¼ page	\$200	
Artwork enclosed please circle yes or no		
Artwork to follow please circle yes or no		
Special Instructions:		

Specifications & Requirements:

Final trim size – 8 x 10.5
 All text at least 1/2 inch from edge
 Color proof required for all color ads
 Standard ad space (W x H)
 ¼ page - 3.5 x 4.5
 ½ page – 7.5 x 5
 Full page – 7.5 x. 10

Electronic Formats:

- .pdf – high resolution
- Illustrator
- .jpeg files
- .eps files
- Photoshop
- Include **all** fonts and linked artwork.

If received artwork is not one of the above electronic formats, there may be additional charges. AACAA reserves the right to reject any advertising considered non-conforming to AACAA standards. **Terms:** No agency discounts given on quoted rates. All rates are payable at time of ad placement. **Priority Placement:** All ads will be placed on a “first come/first serve” basis. **Cancellation/ Refunds:** Orders may be cancelled and refunds will be given till the reservation date. Cancellations after that time will not be eligible for refunds.



2017 AACA Sponsorship Opportunities

EVENTS AVAILABLE FOR SPONSORSHIP FOR THE CONFERENCE

*All sponsorships/advertising must be approved by the AACA Executive Director (chyatt@asginfo.net)

P.O. Box 2945
LaGrange, GA 30241
Ph: 706-298-0287
www.clinical-anatomy.org



American Association of Clinical Anatomists Sponsorship Offerings

Platinum \$10,000

- Welcome Reception (Exclusive)
- Evening Social
- Closing Night Banquet (Exclusive)

Gold \$5,000

- Continental Breakfast in the Exhibit Hall - Three Opportunities
- Morning Refreshment Break - Three Opportunities
- Afternoon Refreshment Break - Two Opportunities

Silver \$2,000

- Continental Breakfast at the Special Interest Group Meetings - Three Opportunities
- Closing Night Reception (Exclusive)
- Mentor Reception
- Hotel Key Cards (based on availability at the hotel)

Bronze \$1,000

- Conference Bags
- Conference Badge Lanyards
- Mobile App



P.O. Box 2945
 LaGrange, GA 30241
 Ph: 706-298-0287
 www.clinical-anatomy.org

American Association of Clinical Anatomists Benefits Chart



	Platinum (\$10,000)	Gold (\$5,000)	Silver (\$2,000)	Bronze (\$1,000)
Recognition at the sponsored event and signage with your company's logo				
Opportunity to have one communication of up to 150 words included in an email to all registered attendees (to be sent by AACA staff) (seen by 300+ contacts)				
10x10 exhibit space	2 (\$3,950 value)	1 (\$1,350 value)		
Ability to place advertising material in the registration packets	 (\$400 value)	 (\$400 value)		
Logo placement in the exhibit hall passport	 (\$300 value)	 (\$300 value)		
Registration for staff	4 (\$1,700 value)	2 (\$850 value)	1 (\$425 value)	
Advertisement in the Conference Program	Full page ad (\$300 value)*	Half page black & white ad (\$250 value)*	Quarter page black & white ad (\$200 value)*	
Recognition on the AACA website	Logo and hyperlink to company's webpage	Logo and hyperlink to company's webpage	Logo and hyperlink to company's webpage	Logo
Priority points applied towards next year's exhibit space selection	5 points	3 points	2 points	1 point
Ribbon denoting sponsor level on all staff member badges				
Complimentary one-time use of attendee registration list by June 9, 2017				
Recognition in onsite PowerPoint presentation				
Recognition in the program for sponsored event/item				

*placement of ad based on confirmation of sponsorship and available space



2017 AACA Exhibitor General Terms and Conditions

Exhibitor 8x10 Booth Purchase.....\$1350

Each additional 8x10 Booth.....\$2600 (includes registration for **two additional staff members**)

Table purchase includes one exhibit table, registration for **two staff members**, recognition in the conference program, and signage. This includes admission to the welcome reception, all educational sessions, lunches, refreshment breaks, and the Banquet. To register additional exhibitor representation, it requires an additional fee (**\$425 per company.**)

NOTE: Internet is not included in the purchase of your booth. Here are the current rates you can expect to pay:

AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EXHIBIT BOOTH:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH #:
STREET ADDRESS:	CITY & STATE:		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE:	DELIVERY TIME: <input type="checkbox"/> AM <input type="checkbox"/> PM	
EMAIL ADDRESS:	RECEIPT DATE:	RECEIPT TIME: <input type="checkbox"/> AM <input type="checkbox"/> PM	
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 612.348.4005. Email completed form to bsahl@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE	MONITORS	QTY	PRICE
DVD Player		\$ 85	32" LCD Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 250
LCD Projector		\$ 455	46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 405
Blu-Ray Player		\$ 130	55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 640
AUDIO EQUIPMENT	QTY	PRICE	ACCESSORIES	QTY	PRICE
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 80	Tripod Stands: 3', 6', 7' or 8'		\$ 90
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 180	INTERNET ACCESS		
Individual Small Powered Speaker (up to 5 people)		\$ 80	Wired Internet Connection		\$ 50
Sound System: (2) speakers (2) stands (2) Mixer/Wired Microphone (up to 20 people)		\$ 400	Wireless Internet Connection		\$ 25
4-Channel Mixer		\$ 70	Dedicated Bandwidth		\$ 750
CUSTOM ITEMS	QTY	PRICE	POWER	QTY	PRICE
		\$	120V - 20 AMP		\$ 75
		\$	120V - 30 AMP		\$ 125
		\$	208V Three Phase - 30 AMP's		\$ 150
		\$	208V Three Phase - 100 AMP's		\$ 250
		\$	208V Three Phase - 200 AMP's		\$ 1125
		\$	25' AC Cable		\$ 15
		\$	Power Strip		\$ 15

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 31 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

- The Minneapolis Marriott City Center
- Room for Arrival - Also: Guest's Name and/or Organization Name
- Complete Return Address
- Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
- Address Packages to: 30 South 7th Street, Minneapolis, MN 55402
- Phone: 612.308.4015 Fax: 612.348.4016

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SPACE ASSIGNMENT

Tables/bulk space will be assigned by AACAA in the following order:

1. Previous exhibitors at AACAA Annual Conferences receive 1 point for each year exhibiting – ½ point for each year sponsoring.
2. Exhibitor applications received after Feb. 1, 2017 will be assigned space by AACAA management on a first come, first serve basis.

SPACE RENTAL INCLUDES

Standard tables are 6 feet long with 2 chairs and a waste basket. Tables/Booths are 8' wide and 10' deep. Each table space will include an exhibitor name sign.

EXHIBIT RENTAL DOES NOT INCLUDE:

- Installation of electrical power lines and individual exhibit outlets
- Storage and placement of display equipment
- Decoration and related services
- Security services
- Labor requirements to install, erect, drape, or decorate exhibits or the exhibit area, and to move exhibit materials in and out of the exhibit premises or hotel.
- Cleaning of interior booth space
- Gas or water supply
- "Pre and post" exhibit storage
- Receiving
- Packaging and shipping
- Pipe and draping

PAYMENTS

Full payment received by February 1, 2017, to guarantee space. No applications will be processed without proper payment.

No company with an outstanding balance will be allowed to set up for the conference. Outstanding balances will be charged to credit card per authorization form. Payment must be made in U.S. dollars, by check made payable to AACAA, or by VISA, MasterCard, American Express, & Discover. AACAA cannot accept checks drawn on banks outside of the United States – credit cards must be used.

CANCELLATIONS OR REDUCTIONS

Full table/booth space payment must be received no later than February 1, 2017. An exhibitor not making payments in accordance with specified instructions forfeits all rights, claims, and reservations to table/bulk space requested and assigned. Exhibitors canceling on or before May 1, 2017 will be charged a \$100 processing fee per table/booth space. All cancellation requests must be received in writing. There will be no refunds of table/booth space registration fees after May 1, 2017.

EXHIBITOR PERSONNEL

Complimentary registrations are provided for each table/booth space. The first table/booth space includes 2 passes for exhibitor staff. Each additional table includes 2 additional staff people. This includes admission to the welcome reception, all update sessions, lunches, refreshment breaks, conference activities and the banquet. To register additional exhibitor representation, it requires an additional fee (\$425 per company.)

All table personnel must register in order to participate in the 34th Annual Conference. A badge request form is included in this packet on page 15. Please send to Caitlin Hyatt (chyatt@asginfo.net) by May 1, 2017.



SET UP

Tables/booth space may be installed on Monday, June 13, from 8 a.m. to 5 p.m. Tables/booth space not set up by 5 p.m., Monday, June 13, will be considered vacant and space may be assigned to waiting list companies (unless prior arrangements are made with the AACAA Executive Director.)

AUDIO VISUAL ARRANGEMENTS

Information will be emailed to you after your application is accepted and your space is assigned.

TEAR DOWN

All exhibit material must stay in place until 1:00 p.m. Thursday, July 17, 2017. No table/booth space materials will leave premises prior to tear down. Any exhibitor tearing down prior to 1:00 p.m. on Thursday may be excluded from participating in future conferences. Minneapolis Marriott City Center must be vacated of all exhibit material by 5 PM, Thursday, July 17, 2017.

SELLING

Retail selling from table/booth space by exhibitors is prohibited. Solicitation by non-exhibitors is prohibited. Any person, representing a non-exhibitor, identified soliciting in common areas of the convention center, will be asked to vacate the premises.

EXHIBIT RESTRICTIONS

AACA reserves the right to refuse rental of display space to any company whose display of goods or services is not likely to be, in the opinion of AACAA, compatible with the general character and objectives of the exposition. The conference is a "closed trade show" designed to provide a showcase for equipment, goods, and services used by the participants of the American Association of Clinical Anatomists. AACAA will refund the deposit of any prospective exhibitor whose Exhibitor Application is not accepted by AACAA.

AACA reserves the right to restrict exhibits which, because of noise, method of operations, or any other reason are deemed objectionable, and may also prohibit or evict any exhibit which, in the opinion of the Executive Committee of AACAA, may detract from the general character of the show. In the event of such restrictions or eviction, the AACAA is not liable for any refunds, rentals or other exhibit expenses.

USE OF SPACE

No exhibitor may assign, sublet, or apportion the whole or any part thereof, of space allotted nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business, nor permit any representative of any other firm to solicit business, take orders, or sublet in his/her space.

FIRE CODES

Fire regulations will be in accordance with the City of Minneapolis, MN.

SIZE LIMITATIONS FOR TABLES

The standard table size is 6 foot in length.

SIZE LIMITATIONS FOR BULK SPACE

Built-up exhibits or other construction cannot exceed 8 feet on (2.4 meters) background wall height without prior approval of Caitlin Hyatt, the AACAA Executive Director. If your display or equipment will not fit within the space you purchased, you will need to purchase an additional table or booth, or you will be asked to modify the exhibit. To create an island, exhibitor must purchase a minimum space of 20'x 20'. Exhibits will not be permitted to protrude into the aisles or significantly impede the visibility of neighboring exhibitors. (The AACAA Main Office will email room diagram and layout several weeks previous to the event). Services, such as electricity, internet access, or audio visual needs are available through Marriott Minneapolis Hotel.



THE GENERAL RULE OF THE CONFERENCE: “BE A GOOD NEIGHBOR”

No exhibits will be permitted which interferes with other exhibits, impedes access to them, or impedes free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor’s table/booth space. Apart from the specific display space for which an exhibiting company has contracted with AACAA, no part of the Marriott or its grounds may be used by any organization other than AACAA for display purposes regarding the anatomy field.

MUSIC AND AMPLIFICATION

Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless AACAA from any liability arising due to use of copyrighted music by exhibitor. This rule includes background music and audiovisual presentations. The use of amplification, recordings, videos, slides, or other audiovisual devices is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

SELL OUT/WAITING LIST

Upon the show becoming a sell-out, AACAA will establish a waiting list for table/booth space on a first come, first serve basis. Companies on the official waiting list will be considered as an “exhibitor” for purposes of preference in assignment of 2017 booth space and will have all the rights and privileges to reserve 2017 booth space as other exhibitors who have booths at the Conference provided all applications and deposits are received when due. In the event of a “no show” by a registered exhibitor by 5:00 p.m., on July 13, 2017 (unless other arrangements are verified,) the waiting list will be used to give companies the opportunity to utilize the empty space. Set up for waiting list companies will occur between 5:00 p.m. and 9 p.m. on Monday, July 13, 2017.

SHIPPING INFORMATION

NOTE: AACAA has contracted with Rossi Expositions to handle the exhibitor shipping for the meeting. Upon confirming your participation, you will receive a link to the exhibitor order site. This is where you will handle the shipping of your materials.

Please note that the freight cannot arrive to the advanced shipment warehouse any earlier than 30 days prior to the event. The hotel will not be accepting shipments of exhibitor items. Please work with Rossi to handle your exhibit materials.

EXHIBITOR FUNCTIONS

Exhibitors wishing to schedule public or private functions designed to draw attendance from an official AACAA scheduled function must get prior approval from Caitlin Hyatt. Exhibitors scheduling functions in conflict with AACAA events may be denied future exhibit space for up to two years. Prior approval from AACAA is required for any such event at least 1 month prior to the event opening on Monday, July 13, 2017.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

An Exhibitor using an Exhibitor Appointed Contractor (EAC) agrees to notify AACAA of such appointment and agrees to indemnify and hold harmless AACAA, the Marriott and their respective officers, directors, staff, employees, and agents from any and all liability or losses for any act, complaint, damage or loss to the any other exhibitor, the exhibit facility, the property of any contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the facility until the final move-out is complete.

The exhibitor further agrees that AACAA may prohibit the EAC from working in the facility if they do not fully comply with all rules and regulations set forth for them at this event. Any Exhibitor using an EAC agrees to advise its



EAC of all terms and conditions. (In short – if you have someone set up your booth – they have to abide by the rules.)

CANCELLATION OR POSTPONEMENT OF THE CONFERENCE

In the event that the Conference is postponed due to any occurrence not occasioned by the conduct of AACAO or Exhibitor, whether such occurrence be an Act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Exposition, the obligations of the parties under this Agreement shall be automatically terminated and all payments made under this contract shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by AACAO in connection with the Conference. No monies will be returned should the dates or location of the show be changed by AACAO, but exhibitor will be assigned space that the exhibitor agrees to use under these same Terms and Conditions. AACAO shall not be financially liable in the event the show is interrupted, cancelled, moved, or dates changed except as provided herein.

LIABILITY

It is expressly understood and agreed between exhibitors and the AACAO shall be under no liability for loss of, or damage to goods or property of exhibitors, or personal injury to the exhibitor or exhibitor's employees. Exhibitor hereby agrees to protect, defend, indemnify and save AACAO, its officers, directors, employees, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the exhibitor's 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 AACAO and its employees and agents.

INSURANCE

Exhibitor shall obtain and keep in force, during the term of the installation and use of exhibit premises, policies of Comprehensive General Liability Insurance insuring the liability set forth in this Exhibitor Contract, in an amount not less than \$1,000,000 combined single limit for personal and property damage. Exhibitor acknowledges that AACAO does not maintain insurance covering exhibitor's property and that is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

THESE REGULATIONS are incorporated by reference to the Exhibitor Contract. All points not covered are subject to the decision of the AACAO and/or the Annual Conference Committee, in its sole discretion, which reserves the right to amend these regulations as necessary.

CONTACT INFO

For sponsor and exhibit hall questions, contact Caitlin Hyatt, AACAO Executive Director, at chyatt@asginfo.net at 706-298-0287.

To find hotel info or additional details about the conference, please check for links to the annual conference page at www.clinical-anatomy.org



2017 AACAA Annual Conference Exhibitor/Sponsor Application & Contract

Sponsored by: American Association of Clinical Anatomists
Minneapolis Marriott City Center, Minneapolis, MN
July 17 – 20, 2017

Contact Person
Company Name
Address
City, State/Province
Zip, Country
Email
Phone
FAX
Website
Description of product or service
Is this your first year exhibiting with AACAA?

Exhibitor/Sponsor Fees & Payment

Quantity	Description	Cost	Total Amount
	1 -8 x 10 Table/Booth	\$1350	
	2 nd -8 x 10 Table/Booth	\$2600	
	Additional 6 ft table	\$55 each	
	Comp Table (earned if sponsoring an event and first table is purchased.)	Comped	
	Additional Representative Registration fee: \$425 per company to attend or present (for two exhibitors)	\$425	
	Conference advertising (include your materials in conference bag)	\$400	
	Advertising in conference program (check with chyatt@asginfo.net for availability)	Please refer to page 4 for fee structure	
	Sponsor an event (check with chyatt@asginfo.net for availability)	Please refer to page 5 for fee structure	
	Exhibit Hall Passport	\$150	
TOTAL DUE			\$



2017 AACAC Annual Conference Exhibitor Application & Contract Page 2

Applications may be faxed (706-883-8215) sent as an email attachment to chyatt@asginfo.net
If paying by check, please mail application and check to the address below.

AACA
 251 S. L. White Blvd.
 P. O. Box 2945
 LaGrange, GA 30241

This information will only be used for the American Association of Clinical Anatomists. For your convenience; we will use this authorization to charge your credit card account (if not paying by check.) We will advise you, prior to charging card, of any unpaid balances at the conference or any additional amounts incurred at the show-site by your representative(s). Information is completely confidential.

Check type of credit card: _____ MasterCard _____ Visa _____ American Express

Account Number

Expiration Date

Company Name

Cardholder's Name

Cardholder's Billing Address

City, State/Province

Zip/Country

Signature

By signing below the undersigned agrees to comply with the 2017 American Association of Clinical Anatomists Annual Conference Terms and Conditions for exhibitors attached to this Contract and hereby incorporated by reference.

Signed: _____ Date: _____

For any questions on registration, please contact
 Caitlin Hyatt at chyatt@asginfo.net or 706-298-0287



2017 AACAC Annual Conference Exhibitor Personnel Registration

Sponsored by: American Association of Clinical Anatomists
Minneapolis Marriott City Center, Minneapolis, MN
July 17 - 20, 2017

Use this form to send exhibitor name badge information. Exhibitors are allowed to attend the Banquet at no additional charge. **These forms are to be completed by May 1.** Personnel nametag forms may be faxed (706-883-8215) sent as an email attachment to chyatt@asginfo.net or postal mailed to:

AACA
251 S. L. White Blvd.
P. O. Box 2945
LaGrange, GA 30241

Name of Exhibitor	Title	Address	Email Address
Banquet: Yes or No			
Banquet: Yes or No			
Banquet: Yes or No			
Banquet: Yes or No			