

# SUPPORT AND EXHIBIT PROSPECTUS

**77<sup>TH</sup> ANNUAL MEETING**  
*Chicago Marriott Magnificent Mile*  
*September 10-13, 2023*

***Winds  
of Hope***





# AACPDM

Dear Industry and Institution Professionals:

The American Academy for Cerebral Palsy and Developmental Medicine (AACPDM) looks forward to our 77th Annual Meeting! The theme 'Winds of Hope' embodies AACPDM as our members strive to ensure the services and supports provided to individuals with childhood onset disabilities are effective, meaningful and cross the lifespan and disciplinary fields that treat cerebral palsy and developmental needs.

The 2023 Scientific Program Committee continues to plan the meeting to accommodate and engage sponsors, exhibitors and speakers who join us in-person.

### Coordinated Care Team in One Membership

To ensure the best possible health and development outcome, individuals with childhood onset disabilities need coordinated care by a number of medical professionals in various specialties throughout their lifespan. Information and ideas shared at the AACPDM Annual Meeting have exponential impacts as they will be 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 neuropathology 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.

Professionals from various disciplines, and more than 53 countries across North and South America, Europe, Asia, Africa, and Australia regularly attend the AACPDM Annual Meeting. Our meeting provides a unique opportunity to bring together specialists from around the world and leaders in the field of childhood onset disability and a chance for your organization to meet them all in one place.

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

Best Regards,



M. Wade Shrader, MD  
First Vice President



Bhooma Aravamuthan, MD, DPhil



Theresa Sukal Moulton, PT, DPT, PhD  
Scientific Program Committee Co-Chairs

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## About AACPDM

The American Academy for Cerebral Palsy and Developmental Medicine (AAPDM) is an academy of over 1,200 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 AAPDM 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 AAPDM has over 1,200 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 2023, we anticipate a strong representation by the Chicagoland 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, Psychiatrists, 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

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

## 2023 Supporter Benefits and Levels

2023 AACPDM Supporter Levels	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/2023/supporters-exhibitors>

**2023 à la carte sponsorship! Select sponsorship opportunities from the diagram below. The cumulative total will determine your overall sponsorship level.**

<b>\$25,000</b>	<p><b>Monday-Wednesday Product Theater</b> Reach an estimated 100 leaders of the Academy during an unopposed lunch time. Product Theater sponsorship fee includes access to lead retrieval, basic food and beverage, basic audio/visual set-up, as well as key signage on the 6'x 12' digital board outside of the exhibit hall during key times on the day of your product theater. Please contact the AACPDM office for details regarding how to enhance your sponsorship offerings for additional fees.</p>
<b>\$20,000</b>	<p><b>Sunday Product Theater</b> Reach an estimated 100 leaders of the Academy on Sunday. This specially designated time fits with the schedule for Committee Members, Preconference attendees, and other leaders. 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.</p>
<b>\$20,000</b>	<p><b>Breakfast Product Theater</b> As the only sponsored sit-down breakfast offered each day, you will surely attract everyone's attention! Reach an estimated 100 participants from a range of disciplinary fields to highlight your company and product. 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.</p>
<b>\$20,000</b>	<p><b>Meeting Space Wi-Fi</b> As the sponsor of the meeting Wi-Fi, you will have special promotional opportunities that the AACPDM staff and conference meeting site will coordinate with your company to ensure you are recognized every time a participant logs in. Contact the AACPDM office for more details.</p>
<b>\$20,000</b>	<p><b>Welcome Reception</b> 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. Each supporter will have substantial visibility with their logo in lights, and on signage throughout the room. Contact the AACPDM office to enhance sponsorship (additional fees apply).</p>
<b>\$15,000</b>	<p><b>Mobile App - Sole Sponsorship</b> Every conference attendee will have the power to confirm their schedule, interact with session content and network with peers. Opportunities include: - Splash screen branded messaging (rotating), OR - Mobile app push notification one per day per sponsor.</p>
<b>\$15,000</b>	<p><b>Community Forum Luncheon</b> Your company name will be in front of all attendees as the only luncheon sponsor for the off-site, free, family focused event.</p>
<b>\$15,000</b>	<p><b>Coffee/Networking Break</b> Attendees enjoy meeting with their colleagues to exchange ideas during the breaks. Your branding won't be missed during the Coffee/Networking Break.</p>
<b>\$15,000</b>	<p><b>Product Demonstration</b> Reserve one of the spacious alcoves near the exhibit hall for one hour! The space is great for more casual mingling and discussion. Work with the AACPDM staff to personalize the space for your company needs, including seating, AV requests and tables *Food and beverage is not included in this option. Sponsors can contact the AACPDM staff directly if they plan to offer snacks or beverages during the demonstration.</p>
<b>\$10,000</b>	<p><b>Attendee Registration Bags – Sole Sponsorship</b> 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 77th Annual Meeting banner on one side and the sponsor's name on the reverse side.</p>
<b>\$10,000</b>	<p><b>Session Sponsorship</b> Morning Seminar or Mini-Symposia sponsorship opportunities available. Your sponsorship of a session will be recognized as an in-kind grant and will be noted in the final program, mobile app and signage onsite.</p>
<b>\$10,000</b>	<p><b>Plenary Speaker Sponsorship</b> Support the mission of AACPDM and the Annual Meeting by sponsoring a plenary session speaker, reaching an estimated 1,000 attendees. Contact the AACPDM office to discuss details.</p>
<b>\$10,000</b>	<p><b>Hotel Keycard – Sole Sponsorship</b> Be the first to catch the eye of each attendee as they check in to the Chicago Marriott Magnificent Mile! Branded keycards will be utilized throughout the meeting each time they access their guest room.</p>

## 2023 Supporter Benefits and Levels, continued

\$10,000	<b>Lanyards – Sole Sponsorship</b> 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.
\$10,000	<b>Sponsored Notepads</b> Attendees will appreciate having a handy 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.
\$7,000	<b>Committee or SIG Sponsorship</b> Don't miss this opportunity to sponsor an AACPDM Committee need! Committees meet throughout the year and are fundamental to the AACPDM mission. *Sponsorship options begin at \$7,000 and will depend upon the agreed sponsorship items.
\$7,000	<b>Virtual Product Theater – Held outside live meeting dates</b> Host a virtual product theater for attendees and AACPDM members within the eight weeks after the the Annual Meeting to create buzz and encourage attendees to visit you onsite.
\$5,000	<b>Charging Station</b> One popular feature that will be scattered throughout the venue is quick-charging mobile stations. Supporters will be noted with name recognition on the station kiosks.
\$5,000	<b>Sponsored Apparel at Registration</b> 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	<b>Sponsor the Recording for the AACPDM Community Forum</b> Reach families directly with your logo appearing on the final recording for the 2023 AACPDM Community Forum.
\$3,000	<b>Quarterly Newsletter Sponsorship</b> 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	<b>Daily Email Sponsorship</b> Three separate sponsorship opportunities are available. Daily emails will be sent during the meeting, highlighting the program sessions and events.
\$3,000	<b>Mobile App Push Notification</b> Sponsorship option allows one push notification sent to all meeting attendees during the meeting advertising your organization and/or exhibit booth.
\$3,000	<b>Sponsor Name on the Mega-tron Board</b> Sponsors can be part of the 6'x12' digital rotating banner that is located outside of the exhibit hall. Contact the AACPDM office for details.
\$3,000	<b>Sponsor an AACPDM Meeting Attendee</b> Provide Annual Meeting attendance to a potential attendee. The recipient could be a student, professional, or person with lived experience. AACPDM will work with sponsor to confirm the candidate for the scholarship.
\$2,500	<b>Gala Dinner Bundle</b> This special offering allows your group the option to join in the fun of the legendary AACPDM Networking Gala Dinner. You can place material at your table and work with the AACPDM office for special signage to identify your table and group participants.
\$2,000	<b>Registration Bag Insert</b> Every meeting attendee registration bag will include your handout.
\$2,000	<b>Exhibit Booth – 10x10</b> The exhibit hall will host coffee breaks and the Poster and Exhibit Review. It is a primary networking area for attendees.
\$2,000	<b>Full Page Ad in Final Program</b> First come, first served for ad placement.
Price TBD	<b>Specialty Break Foods at Your Booth</b> Draw attention to your booth during a break with a featured food enhancement such as popcorn, ice cream, etc. (additional fees apply. Food must be provided by hotel). Attendees will be notified on the mobile app when item is featured.
\$1,500	<b>Sponsored Cling</b> Catch the attention of attendees with a sponsored cling placed in a prominent location throughout the meeting foyer.
\$1,500	<b>Half Page Ad in Final Program</b> First come, first served for ad placement.
\$500	<b>Lead Retrieval</b> Gather the contact information for every attendee that visits your booth throughout the meeting!

**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](mailto:meetings@aacpdm.org) to discuss details. AACPDM encourages new and unique sponsorships and we look forward to creating something for your organization. **Visit the on-line application form to reserve your selection(s) today!**

## Exhibiting at AACPDM

### Benefits to Exhibiting

The Chicago Marriott Magnificent Mile 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.

To reserve your exhibit booth and secure sponsorship, complete the application available via the link below:  
<http://www.aacpdm.org/events/2023/supporters>

Price: \$2,000.00 per 10'x10' space. An application with full payment is due on **June 24, 2023**.

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](mailto:meetings@aacpdm.org).

### Exhibit and Poster Floor Plan

See the map below. Heritage Trade Show Services is the official tradeshow company for the Annual Meeting. To contact Heritage, visit <http://www.heritagesvs.com/> or call (800) 360-4323.

### Preliminary Exhibit Hall Schedule and Events

#### Sunday, September 10<sup>th</sup>

11:00 am – 3:00 pm Set-up  
 5:30 pm – 8:00 pm Welcome Reception in the Exhibit Hall

#### Monday, September 11<sup>th</sup>

7:00 am – 8:00 am Continental Breakfast in the Exhibit Hall Attendee  
 9:30 am – 9:45 pm Attendee break in Exhibit Hall  
 12:45 pm – 2:00 pm Poster and Exhibit Review  
 3:30 pm – 4:00 pm Attendee break in Exhibit Hall

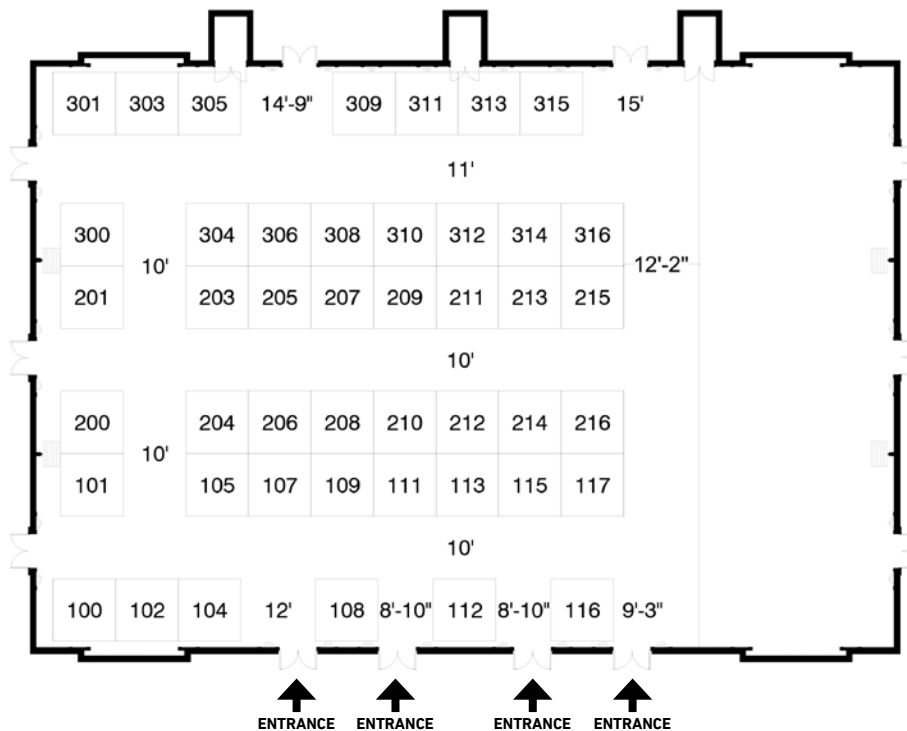
#### Tuesday, September 12<sup>th</sup>

7:00 am – 8:00 am Continental Breakfast in the Exhibit Hall  
 9:00 am – 9:30 am Attendee break in Exhibit Hall  
 3:30 pm – 4:00 pm Attendee break in Exhibit Hall

#### Wednesday, September 13<sup>th</sup>

7:00 am – 8:00 am Continental Breakfast in the Exhibit Hall  
 9:00 am – 9:30 am Attendee break in Exhibit Hall  
 9:30 am Tear Down

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



## Meeting Space

### Chicago Marriott Magnificent Mile

#### Hotel

The AACPDM has reserved a block of rooms at the Chicago Marriott Magnificent Mile that will be available until Monday, August 21, 2023 OR until all have been booked at the group rate, whichever comes first. We recommend booking your hotel as soon as your travel plans have been confirmed. For more information, or to secure a room in the official AACPDM block, visit: <https://www.aacpdm.org/events/2023/hotel>

#### Dates To Remember

<b>December 15, 2022</b>	Exhibitor registration opens. Reserve your space early for best choice of booth location.
<b>May 31, 2023</b>	Exhibitor Service Manual available online.
<b>June 15, 2023</b>	Deadline to register for an Exhibit Booth.
<b>June 15, 2023</b>	Deadline for printed advertising in final program (after June 15, please contact <a href="mailto:meetings@aacpdm.org">meetings@aacpdm.org</a> or 414-918-3014 for availability).
<b>June 15, 2023</b>	Deadline for literature circulation at the Annual Meeting.
<b>September 10, 2023</b>	Exhibit set-up from 9:00 am - 3:00 pm.
<b>September 10 - 13, 2023</b>	77th AACPDM Annual Meeting Chicago Marriott Magnificent Mile

**77<sup>TH</sup> ANNUAL MEETING**

**Chicago Marriott Magnificent Mile  
September 10-13, 2023**

**Winds  
of Hope**



## 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 June 15, 2023. Applications received after June 15, 2023 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 July 1, 2023, a refund of 80% will be returned to the company.
- b. If written cancellation of space is received on or after July 1, 2023, but before August 1, 2023, a refund of 25% will be returned to the company.
- c. No refunds will be made for cancellations on or after August 1, 2023
- d. Space not claimed or occupied by 6:00 p.m. on Sunday, September 10, 2023 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

Set-up is from 9:00 am – 3:00 pm on Sunday, September 10, 2023. 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 of Chicago. 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 The Chicago Marriott Magnificent Mile. 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 **July 15, 2023**.
- h. Prizes, awards, lotteries, drawings or contests by exhibitors are authorized only by AACPDM and must be approved by **July 15, 2023**.
- 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.

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 **September 13th after 9:30 am.**

### 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.

### 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

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 Heritage Trade Show Services 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, Heritage, and the Chicago Marriott Magnificent Mile 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

The Chicago Marriott Magnificent Mile does not accept advance shipments nor do they hold items for pick-up after the event. All shipments should be coordinated through the decorator, Heritage Trade Show Services. 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:*

<http://www.aacpdm.org/events/2023/supporters>