2018 National Conference

Soar to New Heights — Advancing a Culture of Worker Health

April 16-19, 2018 | Reno, Nevada

Peppermill Resort
Demonstrate your ultimate commitment and support with a premier partnership. Reach out to Shane Adriatico for available options.

<table>
<thead>
<tr>
<th></th>
<th>Diamond — $25,000</th>
<th>Emerald — $15,000</th>
<th>Ruby — $7,500</th>
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</thead>
<tbody>
<tr>
<td><strong>Booth Space</strong></td>
<td>30x30 island</td>
<td>20x20 island</td>
<td>10x10 corner</td>
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<tr>
<td><strong>Conference Badges</strong></td>
<td>3 full conference badges</td>
<td>2 full conference badges</td>
<td>2 full conference badges</td>
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<td><strong>Published Sponsorship</strong></td>
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<td><strong>Recognition</strong></td>
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<td><strong>Membership Mailing List</strong></td>
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<td>1x</td>
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<td><strong>Pre- and Post-show</strong></td>
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<td>Attendee List (Including Emails) to Use Within Six Weeks Before/After Conference)**</td>
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<td><strong>Subscription to</strong></td>
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<td>Workplace Health and Safety Journal and Monthly AAOHN E-Newsletter (One Year)</td>
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<td><strong>Advertisement in</strong></td>
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<tr>
<td>E-Newsletter</td>
<td>580px x 150px (6 issues)</td>
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<td><strong>Recognition on AAOHN</strong></td>
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<td>Website (One Year)</td>
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*Space only: no electrical, furnishings, shipping or labor included in price.

**Post-show list will be sent upon completion of exhibitor survey.

“The classes are always great but the thing I benefit most from is the ability to network with colleagues and vendors.” – 2016 attendee
À LA CARTE SPONSORSHIP OPPORTUNITIES

Whether your company’s goals are to showcase your industry expertise, get the most exposure to our unique audience or create an opportunity that will last well beyond conference, AAOHN will create a custom package to meet your needs.

All of our most up to date and unique offerings can be found at www.aaohn.org/sponsors. Highlights include:

NEW! Vendor Sponsored Breakfast – $5,000
Educate AAOHN attendees on your company’s current products and services at a 45-minute education session while providing breakfast to those in attendance.

Prospective Client Meet and Greet (PCM) – $5,000
Get acquainted with up to 20 attendees of your choice at a 60-minute event.

NEW! Vendor Sponsored Presentation – $2,000
Showcase your expert knowledge with a 15-minute presentation in the Exhibit Hall during exhibit hours.

NEW! Passport to Prizes – $750
Drive traffic to your booth with this new feature. Attendees will visit each participating sponsor for a chance to win prizes.

Conference Tote Bags – $5,000 (Exclusive)
Your company logo will get prominent placement on this bag that is sure to be used during and after the conference.

Hotel Key Cards – $5,000 (Exclusive)
Your company name and logo will be prominently displayed on custom hotel room key cards that will be distributed to all attendees staying at the host hotel.

Lanyards – $5,000
Gain extra visibility for your company on the lanyard that is worn daily by attendees throughout the conference.

EXHIBIT AT AAOHN
Each booth includes* 8’ x 3’ drape and:
• Two (2) complimentary Exhibit Hall Only badges
• Pre-show marketing kit to promote your participation
• Listing in National Conference Program Guide (Includes booth number, company name, phone number, website, email, and 50-word company description)
• Listing on Conference website
• Pre-show attendee list (to include name, title, company name, & mailing address)

*Space only: no electrical, furnishings, shipping or labor included in price.

BOOTH RATES
• $1,850 – 10’x10’ Inline Booth
• $1,950 – 10’x10’ Corner Booth
• $700 – Non-commercial

“Updated resources for occupational health nursing are available through sales, presentations, vendor exhibitions and networking...all in one place.”
– 2016 attendee

EXCLUSIVE HOURS FOR EXHIBITORS
The AAOHN National Conference schedule includes a minimum 5 hours of dedicated time!
2018 NATIONAL CONFERENCE EXHIBITOR APPLICATION

All applications will be reviewed by the Board of Directors. No application is approved without written notice of acceptance. Please print or type information exactly as you would like it to appear in all published materials. Please be sure to complete all sections.

1. COMPANY INFORMATION

Company ____________________________________
Contact ____________________________________
Address ____________________________________
City _______________________________________  
State ______________________ ZIP __________________
Telephone __________________________________
Email _____________________________________
Website ____________________________________

Please select the category that best fits the products or services of your company:
❑ Certification  
❑ Supplies and Equipment  
❑ Computer Systems/software  
❑ Education  
❑ Emergency/trauma  
❑ Ergonomics  
❑ Medications  
❑ Occupational Health Services  
❑ Personal Protection/safety  
❑ Publications

2. PREMIER PARTNER SPONSORSHIP

❑ Diamond — $25,000  
❑ Emerald — $15,000  
❑ Ruby — $7,500

3. À LA CARTE SPONSORSHIP

___________________________________________ $ ________
___________________________________________ $ ________
___________________________________________ $ ________

Total à la carte sponsorship $ ______________

4. BOOTH INFORMATION

❑ 10’x10’ Inline Booth — $1,850  
❑ 10’x10’ Corner Booth — $1,950  
❑ Non-commercial — $700

5. TOTAL PAYMENT $ __________________________

6. PAYMENT INFORMATION

Make checks payable to AAOHN. All cancellations must be made in writing. The cancellation policy is detailed in the Rules and Regulations.

❑ Check enclosed (payable in U.S. funds to AAOHN)  
❑ Credit card information  

*Information for credit card payments will be provided on your invoice.

7. AUTHORIZATION

It is understood that by signing the application and contract, the applicant is subject to the provisions of the Rules and Regulations governing AAOHN and agrees to abide by them.

Signature ____________________________________
Date _________________________________________
Title _________________________________________

Partner with us! Contact AAOHN Sales Manager Shane Adriatico at (312)673-5623 or email at sadriatico@aaohn.org to learn more.
Space Allocation and Payment
All exhibits will be at the Peppermill Resort. Space cannot be assigned without a signed application and the required 50 percent deposit. The balance of the exhibit space rental must be paid in full. Please see AAOHN 2018 National Conference application to submit your deposit.

Exhibit Specifications
Booths include:
- 8 feet high background draping
- Dрапing on each side, 3 feet high
- One line sign, identifying the exhibitor
Exhibitors will be bound by the IAEE Construction Rules and Regulations which will be included in the Exhibitor Services Manual.

Reduction or Cancellation of Space
Reduction of Space: If notice is received prior to November 10, 2017, the exhibitor will be responsible for a $100 processing fee. If notice is received after November 10, 2017 and prior to January 5, 2018, the exhibitor will be responsible for 50% of the reduced portion of their exhibit space (i.e. if exhibitor contracted for 200 square feet, then reduced to 100 square feet, the exhibitor is responsible for 50% of the total cost of the 100 square feet reduced in addition to the total cost of the 100 square feet kept). If notice is received after January 5, 2018, no refunds are issued on reduced space.

Cancellation of Space: If notice is received prior to November 10, 2017, the exhibitor will be responsible for a $100 processing fee. If notice is received after November 10, 2017 and prior to January 5, 2018, the exhibitor will be responsible for 50% of their total contracted space. If notice is received after January 5, 2018, no refunds are issued.

If for any reason beyond AAOHN’s control, the 2018 National Conference must be cancelled, shortened, delayed or otherwise altered or changed, Exhibitor understands and agrees that all losses and damages which it may suffer as a consequence thereof are its responsibility and not that of AAOHN, its directors, officers, employees or agents. Exhibitor understands that it may lose all monies it has paid to AAOHN for space in the exhibition, as well as other costs and expenses it has incurred, including travel to the show, setup, lodging, freight, employee wages, etc.

Exhibitor, as a condition of being permitted by AAOHN to be an Exhibitor in the 2018 National Conference, agrees to indemnify and hold harmless AAOHN, its directors, officers, employees or agents, from any and all loss, which Exhibitor may suffer as a result of show cancellation, duration, delay or other alterations or changes caused in whole or in part by any reason outside AAOHN’s control.

Suitability of Exhibits
AAOHN reserves the right to determine the eligibility of any exhibitor for inclusion in the AAOHN 2018 National Conference Exhibits and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of AAOHN, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. The foregoing prohibition relates to persons, conduct, articles or merchandise, printed materials, souvenirs, catalogs and any other items, without limitation, which reflect the character of the exhibit. No cash sales are permitted at any time.

Non-Commercial Exhibitors
Non-commercial exhibitors (i.e., organizations classified by the IRS as a tax exempt organization under Section 501 of the Internal Revenue Code, excluding AAOHN) or governmental agencies that wish to obtain the AAOHN non-commercial exhibit rate of $700 must submit a written request for space, along with proof of their non-profit or government status. AAOHN will review each request and upon approval will grant the organization one booth in the exhibit hall at the AAOHN 2018 National Conference at the non-commercial rate. Non-commercial exhibitors will be responsible for any and all costs related to their exhibit participation at the National Conference (e.g., furnishings, labor, material handling, etc.). Non-commercial exhibitors are subject to all Exhibit Rules and Regulations set forth in the Exhibitor Services Manual. AAOHN reserves the right to limit the number of booths set aside on the show floor at the non-commercial rate. Non-commercial exhibitors may choose space based on availability after the space selection.

Intellectual Property Matters
The exhibitor represents and warrants to AAOHN that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by exhibitor) or other intellectual property rights of any third party. The exhibitor agrees to immediately notify AAOHN of any information of which exhibitor becomes aware regarding actual or alleged infringement of any third party’s trademarks, copyrights or other intellectual property rights. The exhibitor agrees to indemnify, defend and hold AAOHN, its agents, successors and assigns harmless from and against all losses, damages and costs (including reasonable attorneys’ fees) arising out of or related to claims of infringement by exhibitor of the trademarks, copyrights and other intellectual property rights of any third party. Notwithstanding the foregoing, AAOHN shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any exhibitor.

Exhibit Setup
Installation rules and regulations will be listed in the Exhibitor Services Manual sent out to all exhibitors in February 2018. Empty boxes cannot be stored behind the exhibit booth; they must be removed from the exhibit hall prior to the show opening and cannot be returned prior to the conclusion. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface same. Damages arising from failure to observe these rules shall be payable by the exhibitor.

Exhibit space not occupied at the opening of the show may be reassigned by AAOHN exhibit management without refund of the rental paid.

Excessively noisy or obstructive work is not permitted during exhibit hours. Mechanical apparatus must be muffled so noise does not disturb other exhibitors. Audio effects must not infringe on the rights of other exhibitors or visitors to the exhibit hall.

All materials and installations must conform with federal, state and municipal safety and fire laws, ordinances and regulations.

Exhibit Hours and Admission
Admittance during non-show hours without permission from AAOHN exhibit management is prohibited. AAOHN exhibit management shall have the sole control over admission policies. All persons visiting the exhibit area, including exhibit booth representatives, will be required to register and to wear an appropriate badge.

Dismantling of Exhibits
Exhibits are to be kept intact until the closing of the show on Wednesday, April 18, 2018. All exhibits on the exhibit floor area to be fully removed by 9:00 p.m., April 18, 2018 (time subject to change). If exhibits are not removed by the specific time, AAOHN has the right to remove exhibits and charge the expense to the exhibitor. Any Exhibitor who begins dismantling and removal of his display before the close of the show may lose priority points and/or the privilege of...
exhibiting in future shows. This rule will be strictly enforced.

Shipment of Exhibits
The official show decorator will receive freight shipments for exhibitors. Exhibitors who wish to forward materials in advance of the exhibit opening must consign their exhibits to the official show decorator. Exhibits and related materials will not be accepted in advance as freight by the facility and will be redirected to the official show decorator at the exhibitor’s expense. Shipping information will be included in the Exhibitor Services Manual. Installation and dismantling of exhibits may be done by exhibitors’ personnel or by the official show decorator at rates listed in the Exhibitor Services Manual.

Minimum Age For Admission
Children under the age of 16 are not permitted on the exhibit floor at any time.

Subletting Prohibition
Exhibitors may not assign or sublet this contract, or permit others to use any contracted exhibit space without the express approval of AAOHN exhibit management. Exhibitors must show only products or services manufactured or sold by them in the regular course of business. The featuring of names or advertisements of non-exhibiting firms or businesses will not be permitted. If an article of a non-exhibiting firm or business is required for the operation or display of any exhibitor’s exhibit, the exhibitor must consult with the official show decorator for approval.

Insurance and Security
Exhibitors wishing to insure their exhibit material, goods and/or wares against theft, damage by fire, accident or loss of any kind must do so at their expense. Each exhibiting company is responsible for obtaining insurance (liability and fire/theft) in such amounts as deemed appropriate to comply with its obligation hereunder and for its own protection.

General
Use of Space: All demonstrations or other promotional activities must be confined to the limits of the booth. Sufficient space must be provided within the booth to contain persons watching demonstrations and other activities. Each exhibitor is responsible for keeping the aisle adjacent to the booth free of congestion. Exhibitors’ representatives may not work in exhibit space other than their own.

Meeting Rooms and Offsite Functions
AAOHN reserves the right to control all suites and meeting rooms in those hotels which are providing housing for AAOHN. No entertainment, meetings, tours, special events, hospitality suite functions, or other offsite events will be permitted during the AAOHN Conference activities unless approved by AAOHN. Companies who are not in accordance with the stated rules may lose their privilege of exhibiting at this and future conferences.

Sales: Selling of merchandise for delivery is strictly prohibited. Display space is provided to participating companies to exhibit and demonstrate products and services on the basis of their potential information and commercial value, and not for the purpose of direct commerce. Orders may be taken, but sales transactions involving the exchange of product for payment is strictly prohibited. Also note that accepting orders on-site may have tax implications in the jurisdiction where the exhibit is held.

Music License: No exhibitor shall cause any copyrighted music to be played or performed. Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable.

Events: Functions for AAOHN attendees cannot be scheduled during official show or program hours, including social events, without direct approval from AAOHN show management.

Liability
The exhibitor is liable for any damage caused to the building, or to standard booth equipment, or to other exhibitors’ property, by the exhibitor, the exhibitor’s agents, or employees. Exhibitors are urged to review their own insurance coverage. Neither the Association, the official show decorator, nor the facility is responsible for any injury, damage or loss that may occur to the exhibit or its employees, representatives, or agents or its property, from any cause whatsoever, and the exhibitor agrees to defend, indemnify, and hold forever harmless AAOHN exhibit management, the Association, its employees and agents, from all loss, liability, expense, and penalty, including attorney’s fees, on account of personal injury or damage to property sustained by the exhibitor or by any person or persons arising out of, during, or in connection with this agreement, whether such injury or damage is due or claimed to be due by any negligence of AAOHN exhibit management, its employees, agents, or any other person.

Amendments
These rules may be amended at any time by AAOHN exhibit management, provided that amendments shall not substantially diminish the rights or increase the liability of the exhibitor. These rules and regulations along with those listed in the Exhibitor Services Manual become a part of the contract between the exhibitor and American Association of Occupational Health Nurses. They have been formulated for the best interests of the exhibitors. It is important to review these terms and conditions, as well as any general information, with your on-site booth personnel. AAOHN exhibit management respectfully asks the full cooperation of exhibitors in their observance. Any matters not specifically covered by the preceding rules shall be subject solely to the decision of AAOHN exhibit management.

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