



**Exhibitor Contract**

*Forms, materials and payment due January 15, 2019.*

Exhibitor Table	6 ft. x 30 in. draped table and two chairs Three exhibitor badges per table with tickets to Welcome Reception Recognition in Exhibitor and Sponsor Press Release Ability to upload materials to the Meeting App Email Spotlight – 200 word article in an email to ACPA members Inclusion in the meeting program List of attendee names	\$ 3,500
Exhibitor Plus Table*	Includes all benefits listed above One push notification on the Meeting App Banner Ad in the Meeting App with full page ad or detail information page.	\$ 4,500

\* A limited number of Exhibitor Plus Tables are available. Email [alysa.kirkman@acpa-cpf.org](mailto:alysa.kirkman@acpa-cpf.org) or call 919-933-9044 for availability.

**Select your Exhibit type:**

	Number of Tables <small>(Maximum of 2 tables per organization)</small>	Cost Per Table	
Exhibitor Table	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$ 3,500	_____
Exhibitor Table Plus	<input type="checkbox"/> 1	\$ 4,500	_____
<b>Total Due</b>			_____

Company Name \_\_\_\_\_

Address: \_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ Website: \_\_\_\_\_

Company Twitter Handle: \_\_\_\_\_

Company Contact: \_\_\_\_\_ Company Contact Email: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Onsite Contact Cell: \_\_\_\_\_

Company Description/Products (25 words or less): \_\_\_\_\_

Any other AV or Booth Needs: \_\_\_\_\_

Are you able to provide proof of liability insurance of not less than \$1 million upon request? \_\_\_\_\_

Exhibitor Badge Names (Up to 3 Representatives/Table): \_\_\_\_\_

\_\_\_\_\_

Dietary or other Special Needs: \_\_\_\_\_

\_\_\_\_\_

Exhibitor Plus Push Notification Text (max of 20 words): \_\_\_\_\_

\_\_\_\_\_

**Exhibitor Agreement**

The undersigned agrees to rent exhibit space at the ACPA's 76<sup>th</sup> Annual Meeting, April 9-13, 2019, and submit payment in full by January 15, 2019. A copy of the *Exhibitor Prospectus* and the Exhibitor Rules have been provided, and it is understood that the space rented will be as described in the prospectus. A maximum of two tables may be rented per company, and only exhibits that fit on, behind, or in the space occupied by a 6 foot table are allowed (see prospectus for details). No other statement or understanding has been made with respect to this rental. It is further understood that:

1. The American Cleft Palate-Craniofacial Association ("The Association"), its agents and representatives, have no liability for damage or injury to any visitor, invitee, guest, or third party or to the undersigned, or the agent or relative of the undersigned, from whatever cause; nor to any property of any such person; and the undersigned will hold The Association, its agents and representatives harmless for the actions and omissions of such person.
2. Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonable arise out of or relate to its obligations under this agreement and will provide evidence of such insurance upon request.
3. The Association does not guarantee against theft, loss, or any form of damage to the display or properties of the exhibitors; nor against personal injury to the exhibitors, their employees or agents.
4. Upon acceptance by the undersigned of the exhibit space designated by The Association, by moving any material whatsoever into said space or by occupying it in any manner whatsoever for any length of time, such space and all structures therein, and all occurrences in said space are the responsibility of the undersigned.

**Print Name/Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Payment Information**

Make checks payable to the American Cleft Palate-Craniofacial Association

OR provide credit card information:  Visa       Master Card     Discover       American Express  
Amount to charge card: \_\_\_\_\_

Name/Organization on Credit Card: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Exp Date (MM/YY): \_\_\_\_\_

Three-Digit SVC/CVC Code: \_\_\_\_\_ Credit Card Billing Zip Code: \_\_\_\_\_

*Please fax your completed form along with credit card information to 919-933-9604 or call 919-933-9044 to pay by phone. You can mail your form with your check made payable to the 'American Cleft Palate-Craniofacial Association' or 'ACPA' to:*

American Cleft Palate-Craniofacial Association  
1504 East Franklin Street, Suite 102  
Chapel Hill, NC 27514  
Email: [alyssa.kirkman@acpa-cpf.org](mailto:alyssa.kirkman@acpa-cpf.org)

These regulations have been formulated in the best interest of all concerned parties.  
Any points not covered are subject to settlement by the management.

Please direct all additional inquiries to: Alyssa Kirkman, [alyssa.kirkman@acpa-cpf.org](mailto:alyssa.kirkman@acpa-cpf.org) or 919-933-9044.

## Exhibitor Rules

### Exhibit Dates and Hours

<b>Set-up:</b>	Tuesday	April 9	2:00 pm – 5:00 pm
<b>Booth Hours:</b>	Wednesday	April 10	7:30 am – 4:30 pm
	Thursday	April 11	7:30 am – 4:30 pm
	Friday	April 13	7:30 am – 3:30 pm
<b>Breakdown:</b>	Friday	April 13	3:30 pm – 5:00 pm

*Hours are subject to change.*

**CANCELLATION:** Written requests for cancellations received before January 15, 2019 will be reimbursed 50% of the rental fee. Requests received thereafter will result in forfeiture of the entire rental fee.

**EXHIBITOR FORMAT:** Each exhibitor will be provided WITH one 6 ft. x 30 in. draped table and two chairs per exhibit registration. A maximum of two tables may be rented per organization. Table(s) will be free standing. Only exhibits that fit on, behind, or in the space occupied by a 6 foot table are allowed. Free-standing banners positioned behind exhibit tables are permitted. Exhibitors are required to keep their exhibit areas clean and to keep all boxes out of site.

**EVENTS:** Upon check-in exhibitors will receive a copy of the meeting program. Name badges are required for access to all events. Those with exhibitor badges can attend the Welcome Reception, up to three people per table. Access to other social events can be purchased onsite.

**SECURITY:** It is understood that the ACPA exhibit area is held in a public location of The Westin La Paloma. Security will be provided during non-exhibit hours on Tuesday, Wednesday and Thursday evenings; however, daily breakdown is recommended.

**LIABILITY:** It is mutually agreed that ACPA and the facilities in which ACPA meetings are conducted shall not be held liable to the exhibitor for any damage to, or loss, theft, or destruction of an exhibit or property of an exhibitor, or for personal injuries to the exhibitors resulting from any cause. All claims for any such loss, damage, or injury are expressly waived by the exhibiting party upon receipt of the signed contract.

**SHIPPING INFORMATION:** Shipping information will be provided after a signed contract and deposit are received by ACPA. Exhibitors are responsible for shipping items back once ACPA's Annual Meeting ends. ACPA will charge all exhibitors a handling fee of \$50 per box and all applicable shipping charges if items are left in the booth after 5:00 pm on Friday, in addition to any charges incurred by The Westin La Paloma.

**CONTINUING EDUCATION REQUIREMENTS:** ACPA provides continuing medical, speech, and nursing education through ACCME, ASHA, and ANCC. ACPA follows their standards and requirements for commercial support, which include a clear separation of educational activities from commercial interests. Exhibitors are not allowed to promote within educational sessions.

**MEETING PROGRAM AND SCHEDULED EVENTS:** All meeting details will be available on the ACPA website: [www.acpa-cpf.org/meeting](http://www.acpa-cpf.org/meeting)

**EXHIBITOR/SPONSOR BADGES:** Up to three badges are included per exhibitor. Sponsors receive badges corresponding to the level of sponsorship. Both exhibitor and sponsor badges allow access to meeting programs exclusive of social functions and ticketed sessions. Exhibitor and sponsor badges are not associated with Continuing Education Credit.

These regulations have been formulated in the best interest of all concerned parties.  
Any points not covered are subject to settlement by the management.

Please direct all additional inquiries to: Alyssa Kirkman, [alyssa.kirkman@acpa-cpf.org](mailto:alyssa.kirkman@acpa-cpf.org) or 919-933-9044.