



Exhibitor Contract

Forms, materials and payment due February 18, 2022.

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 / Email Networking receptions and breaks in the exhibit hall Email Spotlight – 250-word description in an ACPA e-newsletter during the year Inclusion in the meeting program List of attendee names	\$ 3,500*
Double Booth		\$5,500

* Qualifying non-profits may receive a special rate. Email charlene.bell@acpa-cpf.org for information.

Select your Exhibit type:

Cost Per Table

Exhibitor Table	\$ 3,500	_____
Double Booth	\$ 5,500	_____
	Total Due	_____

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 79th Annual Meeting, March 29 – April 2, 2022, and submit payment in full by February 18, 2022. 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

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 only email payment information to charlene.bell@acpa-cpf.org if you can send encrypted. Call 919-933-9044 if you prefer to pay by phone. You can also 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

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: Charlene Bell, charlene.bell@acpa-cpf.org or 919-933-9044 ext. 205.

Exhibitor Rules

Exhibit Dates and Hours

Set-up:	Wednesday	March 30	8:00 am – 12:00 pm
Booth Hours:	Wednesday	March 30	12:00 pm – 6:30 pm
	Thursday	March 31	9:30 am – 6:30 pm
	Friday	April 1	9:30 am – 1:00 pm
Breakdown:	Friday	April 1	1:00 pm – 4:00 pm

Hours are subject to change.

CANCELLATION: Written requests for cancellations received before February 18, 2022 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 Omni Fort Worth. The exhibit hall will be locked during non-exhibit hours.

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 4:00 pm on Friday, in addition to any charges incurred by the Omni Fort Worth.

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: <https://acpa-cpf.org/annual-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.

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