

AACN Sponsor & Exhibitor Policies

1. **Contract for Space:** The application for exhibit space, the notice of space assignment by AACN, and the full payment of exhibitor fees together constitute a contract for a right to use the space.

AACN reserves the right to approve or reject all requests for exhibits. Exhibit space will be secured in the order in which payments are received.

2. **Contract for Sponsorship:** The application for sponsorship, the notice of acceptance by AACN and the full payment of sponsorship fees together constitute a contract for the right to sponsor part of the event.

AACN reserves the right to approve or reject all requests for sponsorship if it is not logistically feasible or conflicts with AACN strategic priorities.

3. **Placement of Exhibitors:** AACN will place exhibitors based on product type or service to avoid competing businesses in close proximity of one another. Exhibitors will be informed about their placement one week prior to the event. Placements cannot be changed.

All exhibits shall serve the interest of AACN's conference attendees. AACN reserves the right to require the immediate withdrawal of any exhibit that the Association believes to be against its purpose.

4. **Payments:** Payment can be made in the form of a company check or credit card (MasterCard, VISA, or American Express) and must be received within 30 days of receiving an invoice or at least two weeks prior to the start of the conference, whichever comes first. Failure to submit payment by its due date will result in forfeiture of exhibit table.

If paying by check, make check payable to AACN and mail to:

American Association of Colleges of Nursing
PO Box 418350
Boston, MA 02241-8350

5. **Cancellation Policy for Exhibitors:** No refund will be given for cancellations received two weeks prior to the start of the conference. Cancellation requests must be made in writing and submitted to nbeverage@aacnnursing.org. A refund of the exhibitor fee, minus an administrative fee of 50% of the total, will be given for cancellations received by that date. Cancellations received prior to payment will still be responsible for submitting payment.

All no-shows will be charged the full exhibitor fee, regardless of whether or not payment has been submitted.

6. **Registration of Exhibitor Personnel:** Each exhibiting company is entitled to up to three (3) exhibitor identification badges for on-site personnel. Exhibitor badges do not include conference registration and are valid in exhibit hall only. Additional badges may be purchased for \$35.00 per badge. Names for on-site staff must be submitted prior to the exhibit to nbeverage@aacnnursing.org.

Exhibitors may also purchase full conference registrations at the regular non-member rate, unless it is an "AACN Member only" event. For information, contact nbeverage@aacnnursing.org.

7. **Circulation and Solicitation:** No canvassing or distributing materials outside an exhibitor's own space is permitted. AACN does not allow advertisements to be placed in any of AACN's printed or electronic conference materials.

8. **Use of Exhibit Space:** No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of AACN and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by him in the regular course of business. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner.

Exhibits are required to remain open and staffed during the scheduled hours. No exhibits may be dismantled before the official dismantling time. If you anticipate an early departure, please advise the Conference Manager as soon as possible.

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9. **Direct Selling:** In the event that an exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state, and local laws regarding sales taxes and laws that may pertain to such sales.

10. **Arrangement of Space:** The allocated exhibit space measures 6'x6' and includes a 6' tabletop display (draped). All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. A maximum height of 7 ft. is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle.

11. **Care of Buildings:** Exhibitors or their agents shall not damage or deface the walls or floors of the buildings, the booths and/or the equipment or furnishings provided for the booth. The exhibitor will be held liable for any such damage caused by him or his agent.

12. **Fire Regulations:** All materials used in the exhibit booths must be made of flame-proof materials and conform to all fire department regulations.

13. **Failure to Open Exhibition:** In case the venue shall be damaged or destroyed, or if the AACN Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, the contract may be terminated by AACN. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of AACN shall be to return to each exhibitor his space payment(s).

Non-refundable airline tickets, hotel deposits etc. are the responsibility of the exhibitor.

14. **Scheduling of Exhibitor/Sponsor Functions:** Exhibitors and Sponsors may not schedule their own breakfast, lunch, etc. events without AACN's permission as it may conflict with program scheduling.

Exhibiting and/or sponsoring does not allow for any input to planning educational aspects of the event.

15. **Access to Registration Lists:** Exhibitors/Sponsors will not be given access to attendee registration lists including the emails of participants.

On the day of the event, AACN will distribute an attendee registration list to exhibitors/sponsors including the addresses of attendees only.

For marketing purposes, the option of purchasing AACN mailing lists at an additional rate exists. To purchase a mailing list, please contact Nadja Beverage a nbeverage@aacnnursing.org

All marketing materials to be mailed to AACN members must be pre-approved by AACN.

16. All exhibitors are responsible for complying with federal, state, and local laws.

17. **Policies and Contract:** These policies have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor/sponsor and AACN. Failure to adhere to any of these policies may result in the exhibitor becoming ineligible to exhibit at future AACN conferences. All matters and questions not covered by these policies are subject to the decisions of AACN.