

# 2019 EXHIBITOR APPLICATION & CONTRACT

AHP Annual International Conference • October 23-October 26, 2019 • Washington Marriott Wardman Park Washington, D.C.



Application Must Be Filled Out in its Entirety to Be Accepted.  
Mail to: AHP • 2511 Jefferson Davis Hwy Ste 810 • Arlington, VA 22202  
E-mail to: maddy@ahp.org • Online at: www.ahp.org

## Company Information

Company: \_\_\_\_\_

Contact name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Official conference information will be emailed to this individual.)*

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Business Category

*(Please select only one)*

- Annual Giving
- Awards/Donor Recognition
- Capital Campaigns
- Consulting
- Direct Mail
- Executive Search/Recruiting
- E-Philanthropy
- Planned Giving
- Prospect Research/ Identification/Cultivation
- Special Events
- Telephone Outreach/Teleservices
- Other: \_\_\_\_\_

## Company Description

### REQUIRED FOR SUBMISSION

In 50 words or less, please describe the products/ services your company offers to attendees. This will be used in our on-site program book.  
E-MAIL TO [maddy@ahp.org](mailto:maddy@ahp.org).

## Special Requirements:

Is there an organization you prefer not to be adjacent to?  
Please list: \_\_\_\_\_

## Booth Selection

### BOOTH TYPE A

10'x10' Standard

- Member: \$1,725
- Non-member: \$2,125

### BOOTH TYPE B

10'x10' Corner

- Member: \$1,825
- Non-member: \$2,225

### BOOTH TYPE C

10'x20' Standard

- Member: \$2,325
- Non-member: \$2,725

### BOOTH TYPE D

10'x20' Corner

- Member: \$2,425
- Non-member: \$2,825

Booth Preferences:

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

Please change this to read Premier Placement will require additional fees

## Payment

*(Please check one)*

- Visa
- AMEX
- Mastercard
- Check enclosed

Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

Zip Code \_\_\_\_\_

*(Associated With Billing Address)*

TOTAL \$ \_\_\_\_\_

AGREEMENT: We agree to abide by all Terms and Conditions governing the Exposition as stated on this Application and Contract/Rules and Regulations

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CANCELLATION POLICY:** Cancellation policy: 90% before May 3, 2019, 75% by June 28, 2019. After June 28, 2019, no refunds will be issued.

For your convenience, payment for conference registration, exhibitor, sponsorship payments may be made to AHP by mail, phone, fax, or through AHP's website. Please note that AHP cannot control the handling of payment information sent to AHP by way of mail or email. AHP will not be responsible for any damages or loss incurred by you if you choose to send payment information (including, without limitation, credit card information) to AHP by way of mail or email. You therefore accept sole responsibility for any damage or loss resulting from your use of such communication methods. Please review our Privacy Policy found at [www.ahp.org/Home/Home/Privacy\\_Policy/Home/Privacy\\_Policy.aspx](http://www.ahp.org/Home/Home/Privacy_Policy/Home/Privacy_Policy.aspx) for a summary of our practices related to the collection and use of personal information.

**HAVE QUESTIONS?  
EMAIL AHP'S SALES  
DEPARTMENT WITH  
ALL INQUIRIES AT  
MADDY@AHP.ORG**

# RULES & REGULATIONS

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The 2019 Annual International Educational Conference is sponsored by the Association for Healthcare Philanthropy hereinafter referred to as "AHP."



## 1. Contract for Space

The receipt by AHP of your signed contract, accompanied by non-refundable deposit, will constitute an application for the right to use space. The exhibit rental charges are as stated on the front of the contract.

- a. In the event of fire, strikes or other uncontrollable circumstances, AHP shall have no liability or obligation to make any refund; however, the AHP Board of Directors will make every effort to refund any portion of the exhibit fees not expended or committed.
- b. If any exhibitor does not follow the rules and regulations as set by AHP, their contract will be terminated. In the event of default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit the amount paid for space rental regardless of whether or not AHP enters into a further lease of the space involved.
- c. AHP reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of AHP, compatible with the general character of AHP and objectives of the exposition.
- d. AHP will endeavor to honor choice of space as noted on the contract in the order requested. In the event that preferred space has been assigned, AHP reserves the right to assign alternative space. No exhibitor shall transfer, assign, sell, or barter assigned space without the expressed written permission of AHP.
- e. The general rule of the exhibitor floor is: Be a good neighbor. No exhibits will be permitted that interfere with other exhibitors or impede the access to them or impede the free use of the aisle. Booth personnel including demonstrators, are required to confine their activities within their exhibit booth space. Apart from the specific display space for which an exhibiting company has contracted with AHP, no part of the Chicago Hyatt Regency may be used by any other organization for display of booths, products & services. Distribution of circulars or promotional materials may be made only within the booth assigned to the exhibitor presenting the materials unless otherwise noted in sponsorship benefits.
- f. Exhibitors must open their exhibit on time and staff the booth at all times during show hours. The designated booth manager shall represent the exhibitor in connection with setup, operation and dismantling of the exhibit. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered as booth personnel. False certification of individuals as exhibitors representative, sharing of exhibitor badges, or any other method used to assist unauthorized persons to gain admission to the exhibit floor will be just cause for expelling the violator from the event. No exhibitor is permitted to promote products, equipment, or services other than its own. No subletting or sharing of booth space is permitted.

## 2. Cancellation Policy

All cancellations and/or requests for refunds must be made in writing to AHP. Before May 3, 2019, 90% will be refunded; between May 3 and June 28, 2019, 75% will be refunded; after June 29, 2019, no refunds will be made. The rules adopted by the International Educational Conference Advisory Committee require the cooperation of all exhibitors in maintaining due regard to adjoining exhibitors. Specifically:

- a. AHP will provide full pipe and drape and one I.D. sign. You may order carpet, tables, chairs, easels and other equipment through the official exhibit decorating company. Displays must fit within the confines of your booth space and be placed against the back of the booth so that they do not impede the sight line from one booth to the next.

- b. Exhibitors wishing to use props or display items that do not directly pertain to their product or business must have prior approval from AHP. Any special equipment must fit in your booth.
- c. All giveaway items must be distributed within the exhibitor's booth. No balloons may be used. Items that cannot be stored in sufficient quantities within this space are not appropriate. The process of distribution, however, must not interfere with the orderly conduct of business by other participants.
- d. All exhibitors are responsible for informing their personnel and their authorized representatives of the requirements of these rules.

## 3. Liability

The exhibitors agree to assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof, including any goods, merchandise, papers and business records or other property that may be in or come into the exhibitor's possession during the course of the conference or in the course of assembling or dismantling the exhibit. The exhibitor assumes all liability to property, person or persons arising from accidental or other causes incidental to movement and operation of the exhibit, and hereby releases AHP, its contractors, and the Manchester Grand Hyatt from any liability whatsoever.

## 4. Regulation Enforcement

AHP has full power to interpret and enforce all regulations for the Annual International Conference and power to make amendments and/or further regulations that are considered necessary for the proper conduct of the show. Such decisions shall be binding on exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for AHP to require the immediate removal of the exhibit and/or the offending exhibitor. This may result in forfeiture of all further rights to exhibit at future shows sponsored by AHP together with all fees paid. AHP may lease any space so forfeited to another exhibitor. AHP reserves the right to reject any or all applications. Any person or group of persons asked to leave the exhibit hall by show management or security will do so at once and will not return until authorized to do so.

## 5. Disability Provisions

Exhibitors represent and warrant (1) the exhibit will be accessible to the full extent required by law; (2) the exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the Act; and (3) that it shall indemnify and hold harmless AHP from and against any and all claims and expenses, including attorney and litigation expenses that may be incurred by or asserted against AHP on the basis of the Exhibitor's breach of this paragraph or non-compliance with any provisions of the ADA.

## 6. Union Labor and Other Contracts

Exhibitors are required to observe all contracts as well as all rules and regulations in effect between service contractors, and the Manchester Grand Hyatt.