

AMERICAN ASSOCIATION
FOR AEROSOL RESEARCH

AAAR 28th
Annual
Conference



MINNEAPOLIS, MINNESOTA

HYATT REGENCY MINNEAPOLIS
MINNEAPOLIS, MINNESOTA
OCTOBER 26-30, 2009



AAAR 28th Annual Conference

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AAAR 28th Annual Conference

Exhibitor Prospectus

October 26 – 30, 2009
Hyatt Regency Minneapolis
Minneapolis, MN, USA

AAAR National Office

15000 Commerce Parkway
Suite C

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Fax: (856) 439-0525
Email: info@aaar.org
Web site: www.aaar.org

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mbaldwin@ahint.com

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Robin Geary
rgeary@ahint.com

Registration Manager

Gail Valente
gvalente@ahint.com

Dear Colleagues,

We invite you to participate as an exhibitor in the 28th Annual Conference of the American Association for Aerosol Research (AAAR), October 26-30, 2009, in Minneapolis, Minnesota.

AAAR is a nonprofit, professional organization of scientists and engineers who wish to promote and communicate the technical advances in the field of aerosol research. It is an international organization recognized for the high technical quality of its annual conference.

Vendor exhibits are an important component of the association's annual conference. It is an opportunity to show your products and services to premier researchers in the field of aerosol science and technology.

Exhibits open Monday evening, October 26, and continue through Thursday, October 29. The exhibit hall floor plan and space application are enclosed. Exhibit booths, posters, and food and beverages will be located in the Hyatt Regency Exhibit Hall. This ensures maximum interaction with attendees. Please consider becoming an organizational member or advertiser.

We encourage you to return your application now. Space is allocated on a first-come, first-served basis.

Thank you for your continued support. If you have questions or suggestions, please contact Robin Geary, exhibit manager, at (856) 793-0804 or Pat Keady, exhibit chair, at (970) 204-0032.

Sincerely,

Pat Keady
2009 AAAR Exhibit Chair

AAAR INFORMATION AND RULES GOVERNING THE EXHIBIT

By submitting an application form, exhibitor agrees that the conference organizers retain the right to refuse or rescind exhibit privileges if abused by behavior deemed unacceptable by the organizers.



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DESCRIPTION OF BOOTHS

Booths are 10 feet wide, 10 feet deep and 8 feet high. AAAR provides a pipe and draped 8-foot high backdrop, 36-inch side rails and a two-line name sign. Display materials between adjoining booths shall be limited to the front 3 feet of the booth of no more than 36 inches. Display materials in booths where wall space is not available, or in booths which are back to back, shall not extend above the exhibitor's name panel at the back of the booth.

Booths shall strictly conform to these specifications. Any deviations from the specifications of this section including, but not limited to, displays that extend beyond their designated boundaries into aisles, displays that block other displays and displays/exhibitors that are disruptive to the conference shall be in violation of this contract and shall be grounds for removal of the exhibitor from the conference.

BOOTH ASSIGNMENT

Priority for booth assignment will be made on a first-come, first-served basis upon receipt of application and payment. Management reserves the right to make any revisions necessary to the floor plan.

CONTRACT FOR SPACE

All contracts are subject to the rules and regulations herein given. All applications must be accompanied by payment to cover the total cost of the space requested. Booth locations will be assigned when full payment is received. A refund of 50% of fees paid by the exhibitor will be returned in the event of cancellation by written notice to the exhibit manager. No refund of any fees will be made if notice is received after September 4, 2009.

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other party to exhibit therein, any other goods than those manufactured or handled by the exhibitor in the regular course of their business, nor permit any representative or firm or company not exhibiting to solicit business or take orders in their space. AAAR reserves the right to remove any exhibitor, its assignees, or subletters in the event that the exhibitor and/or representatives violate any of these provisions.

Agents, solicitors and representatives of firms selling commercial products will not be permitted to use sample rooms or space elsewhere in the hotel for display of their products. Exhibitors may take orders at exhibit booths. Advertising, solicitation and distribution of literature of commercial products will not be permitted except from the exhibit booths. Exhibitors may not sell or distribute any beverages, tobacco products or food for consumption on the premises. Music may not be played in any form without proper license of copyrighted music.

SPECIAL SERVICES, EQUIPMENT, AND UTILITIES

Rental price of booth does not include the cost of furniture, equipment, labor, freight handling, electric, water, gas, telephone, custom cleaning or other special services or utilities. Order forms for all services will be sent by show management in advance of the show. Exhibitor agrees to abide by the terms and conditions set by the show contractor. All arrangements are the responsibility of the exhibitor. All order forms





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should be completed and mailed in advance of the event to ensure that adequate service is available.

All booths must be kept open and properly staffed during exhibit hours. Premature packing and/or dismantling will not be permitted.

EXHIBIT HOURS (subject to change)

Monday, October 26	Welcome Reception 6:00 p.m. – 8:00 p.m.
Tuesday, October 27	Exhibits Open 9:00 a.m. – 4:15 p.m. Exhibitors' Reception 6:00 p.m. – 8:00 p.m.
Wednesday, October 28	Exhibits Open 9:00 a.m. – 3:00 p.m.
Thursday, October 29	Exhibits Open 9:00 a.m. – 2:30 p.m.

POSTER HOURS (subject to change)

Monday, October 26	6:00 p.m. – 8:00 p.m.
Tuesday, October 27	9:00 a.m. – 8:00 p.m.
Wednesday, October 28	9:00 a.m. – 3:00 p.m.
Thursday, October 29	9:00 a.m. – 2:30 p.m.

SET-UP AND DISMANTLING EXHIBITS

(subject to change)

Monday, October 26	Set-up 12:00 p.m. – 5:00 p.m.
Thursday, October 29	Dismantle 2:30 p.m. – 6:00 p.m.

All packing crates and boxes must be removed from the exhibit floor by 5:00 p.m. on Monday, October 26. All display materials must be removed from the exhibit space by 6:00 p.m. on Thursday, October 29. Overtime rates will apply before 8:00 a.m. and after 4:30 p.m. each day.

EXHIBITOR REGISTRATION

Exhibitors receive:

- Two (2) complimentary exhibitor badges which grant access to the exhibit hall only and not scientific sessions.
- Additional exhibitor badges are available at the cost of \$350 per person, with a limit of four (4) badges.
- Please note: Any additional booth personnel must register at the regular conference fee.

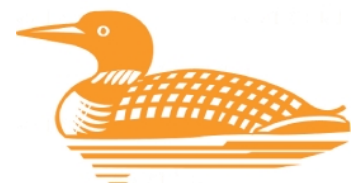
BADGES

Badges must be worn at all times during conference hours.

SHIPPING

Do not ship exhibits directly to the Hyatt Regency Minneapolis.

Storage facilities for packing cases, crates and boxes are not available at the Hyatt Regency Minneapolis. Information regarding shipping and storage of exhibit material are furnished with the Exhibitor Manual.





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INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than Arata Expositions must notify AAAR in writing no later than 30 days prior to the conference. The company name, address, telephone number, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show (including observance of local labor rules and regulations) is required.

Independent contractors must abide by the following:

- Perform all services in a timely manner, in accordance with AAAR established deadlines
- Not engage in solicitation of business on the exhibit floor for present and/or future conferences
- Provide a Certificate of Insurance to AAAR no later than September 4, 2009
- Register all employees and temporary help at the exhibitor registration desk

SECURITY

The services of a security guard will be obtained; however, this does not guarantee exhibitors against loss by theft or otherwise.

SMOKING

No smoking is permitted in the exhibit hall at any time, including installation, exhibit hours and dismantling.

GIVEAWAYS

All giveaways should be confirmed prior to the conference with Robin Geary, exhibit manager, at (856) 793-0804.

INSURANCE

The exhibitor acknowledges that neither AAAR, Association Headquarters, Inc., nor the Hyatt Regency Minneapolis shall be obligated to maintain property, liability or business interruption insurance covering the exhibitors. The exhibitor must furnish a Certificate of Insurance (liability, fire and theft), at his or her own expense, to AAAR at least 30 days prior to the show. AAAR shall be named an additional insured in the Certificate of Insurance. The exhibitor agrees to hold AAAR and Association Headquarters, Inc., harmless for any loss, theft, damage or other harm which may occur, for any cause whatsoever, as a result of his or her participation in the AAAR 28th Annual Conference.

PUBLIC POLICY

Exhibitors must comply with, and be bound by, all laws, ordinances and regulations pertaining to health, fire prevention and public safety. Exhibitors are responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold AAAR and Association Headquarters, Inc., harmless from any consequences in this regard.

AMERICANS WITH DISABILITIES ACT

Exhibiting companies shall be responsible for making exhibits accessible to persons with disabilities as required by the American with Disabilities Act and shall hold AAAR harmless from any consequences of exhibiting company's failure in this regard.





AAAR will use its best efforts to provide reasonable accommodations for attendees with disabilities. Please contact Robin Geary, exhibit manager, at rgeary@ahint.com, if you have any special needs.

PAYMENT AND CANCELLATION POLICY

It is expressly agreed that all payments for said exhibition space must be made to AAAR in a timely manner. AAAR reserves the right to refuse an exhibitor their exhibition space for reasons of non-payment and/or unpaid balance at time of installation. Any waivers, discounts or financial amendments of any nature whatsoever are left to the sole discretion of AAAR.

Should an exhibitor be unable to occupy and/or use the exhibit space contracted for, and should that exhibitor notify AAAR in writing before September 4, 2009, 50% of fees paid by the exhibitor will be refunded. No refund of any fees will be made if notice is received on or after September 4, 2009.

Exposition management reserves the right to assign labor to install any display that is not in the process of being installed by 3:00 p.m. on Monday, October 26, or to ship the display back to the exhibiting organization and to instruct that the exhibitor be billed for all charges thus incurred.

LIABILITY AND HOLD HARMLESS

It is expressly understood that AAAR, Association Headquarters, Inc., and the Hyatt Regency Minneapolis will not be responsible for loss or damage which might ensue from any cause in connection with transfer, installation, maintenance, removal of exhibits or management of convention. AAAR will not be responsible in any way for goods while in storage.

AAAR, Association Headquarters, Inc., the Hyatt Regency Minneapolis, and its agents or employees will not, under any condition or circumstances, be responsible for any loss sustained by any exhibitor or any other person by reason of fire, theft, water, injuries, act of God or for any actions whatsoever.

AAAR, Association Headquarters, Inc., and the Hyatt Regency Minneapolis will use necessary reasonable care for prevention of any losses, personal or material. Each exhibitor agrees that it shall assume sole responsibility for any damages to property or injuries to person and shall indemnify, defend, and hold harmless AAAR, the security firm, the hotel, the general contractor, and all of their collective officers, employees, agents and members for any and all alleged claims and liabilities which might ensue from any cause whatsoever, including any actions of any kind generally and specifically, personal injuries to any exhibitors, officers, staff members, employees, agents, representatives, attendees and guests. It is understood that all fees, costs and expenses incurred by an exhibitor as a result of legal action shall be the sole responsibility of the exhibitor, and reimbursement shall not be sought against AAAR. AAAR shall be reimbursed by the seeking exhibitor for costs, fees and expenses that are incurred and expended resulting from any action. Exhibitors shall affect their own insurance.

All matters not expressly addressed in this document are subject to review and resolution by AAAR management.





HYATT REGENCY MINNEAPOLIS

1300 Nicollet Mall
Minneapolis, MN 55403

Conveniently located on Nicollet Mall, the Hyatt Regency Minneapolis is in the heart of the downtown business, cultural, and shopping districts. AAAR attendees will enjoy the convenience of being able to walk to a wide variety of restaurants near the hotel. Within the hotel, there is a variety of dining options: Taxxi offering a bistro style atmosphere; Spike's Dugout, a sports bar with informal dining; a coffee and espresso outlet; and the Oceanaire Seafood Room serving seafood dishes in a sophisticated yet relaxed atmosphere.

The Minneapolis/St. Paul International Airport (MSP) is a short twelve-mile distance from the hotel. And, for the shoppers in attendance, the Mall of America is a twenty minute drive from the hotel.

Reduced sleeping room rates have been negotiated for AAAR attendees. The single daily sleeping room rate is \$179 plus applicable taxes; the double sleeping room rate is \$204 plus applicable taxes. The cut-off date for sleeping room reservations is October 1, 2009. If making your reservation by telephone, identify yourself as attending the AAAR conference. The group attendee code is 10AR. The group reservation telephone number at the Hyatt Regency Minneapolis is (612) 370-1234 or (800) 233-1234. Reservations can also be made [online](#). Please note that the block of rooms reserved for AAAR attendees is expected to fill very quickly. Once the AAAR block is filled, sleeping rooms will be offered on a space availability basis and will be charged at the prevailing Hyatt Regency Minneapolis rate.



EXHIBITOR APPLICATION

YES! I want to reserve exhibit space at the 2009 AAAR 28th Annual Conference. I will adhere to the Information and Rules Governing the Exhibit. My check, made payable to AAAR, is enclosed for \$ _____, or please charge my credit card below.

\$3,380 Exhibit Space and Organizational Membership

Exhibit Space Benefits:

- 25% discount on each 10 x 10 exhibit space
- Two (2) complimentary exhibitor registrations
- Conference attendee lists (one pre-registration list distributed onsite and one complete list emailed within 30 days after conference)
- Right of first refusal on conference sponsorship opportunities

Organizational Membership Benefits:

- Two (2) one-year AAAR individual memberships for 2010
- Two (2) full conference registrations
- Listing on the AAAR Web site as an Organizational Member
- Listing in the AAAR 2009 program as an Organizational Member

\$1,700 Exhibit Space

- One (1) 10 x 10 exhibit space
- Listing in the AAAR 2009 program
- Two (2) complimentary exhibitor registrations
- Conference attendee lists (one pre-registration list distributed onsite and one complete list emailed within 30 days after conference)

Number of exhibit spaces you are requesting: _____

Complimentary wireless internet access will be provided throughout the exhibit hall in 2009.

Exhibit Space Location Preferences: Exhibit space(s) will be assigned on a first-come, first-served basis upon receipt of contract and payment.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Contact Information (This information will not appear in the final program.)

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Print address as it should appear in the final program. Contracts received after September 4, 2009 may not appear in the final program.

Organization: _____ Web site: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ E-mail: _____

Credit Card Information

Card type: Visa MasterCard American Express

Total Amount: _____

Card Number: _____ Expiration Date: _____

Signature: _____

Cardholder's Name: _____

E-mail a 30 word or less description of products/services (required for listing in final program) to Robin Geary at rgeary@ahint.com. Contracts received after September 4, 2009 may not appear in the final program.

Mail or fax to: Robin Geary, Exhibit Manager

AAAR, 15000 Commerce Parkway, Suite C, Mt. Laurel, NJ 08054

E-mail: rgeary@ahint.com • Phone: (856) 793-0804 • Fax: (856) 439-0525 • Web site: www.aaar.org

EXHIBITOR BADGE ORDER FORM

Per your contract, please complete the information below for the registrants receiving the two (2) complimentary conference registrations for exhibitors (excludes Monday tutorials).

Deadline: Friday, September 18, 2009.

(Please print clearly)

1. Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

2. Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

You may reserve up to four (4) additional exhibit badges at a fee of \$350 per additional person.

Name: _____ E-Mail: _____

Name: _____ E-Mail: _____

Name: _____ E-Mail: _____

Name: _____ E-Mail: _____

Method of Payment: (if applicable)

Check enclosed (Please make check payable to AAAR)

Credit Card: Visa MasterCard American Express

Total Amount: _____

Card Number: _____ Expiration Date: _____

Signature: _____

Cardholder's Name: _____

Mail or fax to: Robin Geary, Exhibit Manager
AAAR, 15000 Commerce Parkway, Suite C, Mt. Laurel, NJ 08054
E-mail: rgeary@ahint.com • Phone: (856) 793-0804 • Fax: (856) 439-0525 • Web site: www.aaar.org

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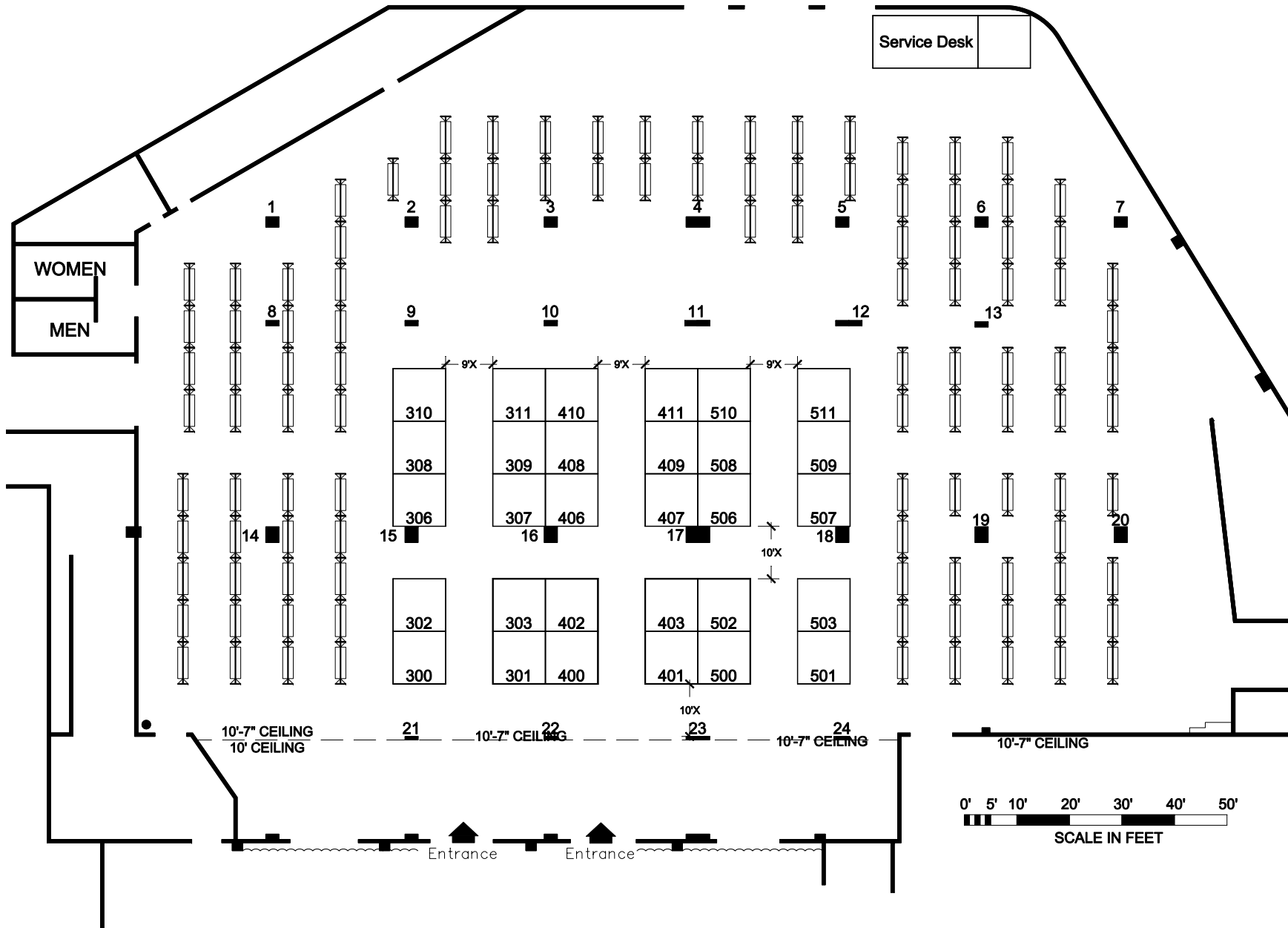
DRAWINGS AS OF 05/21/09
Drawing Started on: 04/07/09

Rev.	Date	Notes
1	05/21/09	Prospectus
2		

30-10x10 Booths
110'x Posters Boards
Ceiling height: 10'-7" 10'-0"

COLUMN KEY

- ⊖ - 24x30 ⊕ - 12x30
- ⊖ - 24x30 ⊕ - 36x30
- ⊖ - 24x30 ⊕ - 36x30
- ⊖ - 24x54 ⊕ - 36x30
- ⊖ - 24x30 ⊕ - 36x54
- ⊖ - 24x30 ⊕ - 36x30
- ⊖ - 24x30 ⊕ - 36x30
- ⊖ - 12x30 ⊕ - 36x30
- ⊖ - 12x30 ⊕ - 32x8
- ⊖ - 12x54 ⊕ - 54x8
- ⊖ - 12x54 ⊕ - 32x8



arata expositions, inc.
ae

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15928 Tournament Drive
Gaithersburg, MD 20877
301-921-0800
Fax 301-990-1717

Orlando, FL
4104 L. B. McLeod Road
Orlando, FL 32811
407-422-3636
Fax 407-839-5929

Show Name	ASHI 07
Show Dates	Oct. 6-12, 2007
Facility	Hyatt Reg. Minneapolis
Location	Exhibition Hall
Acct. Exec.	Phil Carlson

NOT TO SCALE

DISCLAIMER
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