

DEAR FELLOW EXHIBITORS:

The American Association for Aerosol Research (AAAR) cordially invites you to participate and exhibit at the 36th Annual Conference, which will be held October

16-20, 2017, at the Raleigh Convention Center in Raleigh, North Carolina. Building on the success of prior conferences, we anticipate approximately 750 attendees and are sure that you will enjoy outstanding networking opportunities to demonstrate and discuss your company's products and services.

The Exhibition will formally open Tuesday morning, October 17, and run through Thursday afternoon, October 19. Booth set-up is scheduled for Monday afternoon. In addition, the Welcome Reception will be held Tuesday evening. As in years past, the poster sessions and Welcome Reception will be hosted in the exhibit area. Please refer to the preliminary schedule on **page 3** for more details concerning booth set-up, exhibit hours, the Welcome Reception and more. For more information about the conference, please visit: <http://aaar.org/2017>.

Included in your exhibit fee, two (2) booth staff will receive full access to all scientific sessions. There is a \$350 fee for each additional booth staff member. The only exception to this is if one or both of your booth staff are presenting at the conference. If so, he/she will be required, as a conference presenter, to register for the conference. Each registered exhibit staff member will receive:

- › Full conference materials
- › Access to all social functions, including the Welcome Reception, coffee breaks and box lunch
- › Complimentary WiFi in the exhibit area

In addition, each exhibitor will receive from AAAR an electronic attendee list two weeks prior to the conference, followed by a list of on-site registrants after the conference.

36th AAAR ANNUAL CONFERENCE

OCTOBER 16-20, 2017

RALEIGH CONVENTION CENTER
RALEIGH, NORTH CAROLINA

EXHIBITOR PROSPECTUS



Please join us for the **36th Annual Conference**. We look forward to seeing you in Raleigh!

AMERICAN ASSOCIATION FOR AEROSOL RESEARCH

JULIE STONE | 2017 EXHIBIT CHAIR

AAAR INFORMATION & 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.

SPONSORSHIP OPPORTUNITIES

There are several sponsorship opportunities available at the AAAR 36th Annual Conference. With more than 750 attendees expected, sponsorship is an excellent way to provide publicity for your organization. Please note that sponsorship of some items is on a first-come, first-served basis. See **page 9** for sponsorship details and complete the form on **page 10**.

EXHIBITOR INFORMATION

BOOTH DESCRIPTION: Booths are ten (10) feet wide, ten (10) feet deep, and eight (8) feet high. AAAR provides a pipe and draped 8-foot high backdrop, 36-inch side rail, and a two-line (maximum) name sign. Display materials between adjoining booths in the front three (3) feet of the booth shall be limited to no more than 36 inches in height. 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/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(s) will be made on a first-come, first-served basis as follows:

- 1 Organizational members and sponsors will receive the booth selection materials first. One week later, all other previous exhibitors will be emailed the materials. In all cases, a booth number will not be confirmed until payment is received in full.
- 2 Management reserves the right to make any revisions necessary to the floor plan. It is also understood that if a change impacts your booth assignment, you will be notified. Your materials will include a space for you to indicate which companies, if any, you do not wish to be located near.

CONTRACT FOR SPACE:

All contracts are subject to the rules and regulations herein given. All applications ***must be accompanied by full payment*** to cover the total cost of the space requested. Booth locations will **NOT** be assigned until full payment is received.

A refund of fifty (50) percent 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 Monday, August 7, 2017.***

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit herein, nor permit any other party to exhibit therein, any other good 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 subletors 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 at the Convention Center 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 without approval from Bill Carney, Executive Director of the AAAR as well as the Raleigh Convention Center and/or its catering service Centerplate. The one exception to this is if the exhibitor chooses to purchase bottled water from Convention Center to distribute from the booth. Music may not be played in any form without proper license of copyrighted music.

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ANNUAL CONFERENCE



**EXHIBITOR & SPONSOR
OPPORTUNITIES**

SPECIAL SERVICES, EQUIPMENT, & UTILITIES:

The rental price of the 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 should be completed and submitted well in advance of the event to ensure the 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.

POSTER SESSIONS: All poster sessions will be held in the Exhibit Hall. As in previous years, there will be two poster sessions, providing additional opportunities to interact with attendees during the period from Tuesday morning until Thursday afternoon.

When the entire schedule of the conference becomes final, all exhibitors will receive an email informing you of the timing of all events in the exhibit hall. If at any time you have questions or need further information, please contact **Bill Carney** at bcarney@aaar.org or at 703.234.4128.

EXHIBITOR REGISTRATION: Exhibitors receive two (2) complimentary exhibitor badges which grant access to the exhibit hall and all scientific sessions. These two individuals will also receive all conference materials.

Additional exhibitor badges are available at the cost of **\$350** per person. There is a limit of four (4) additional badges per exhibiting company. This **booth only** badge does **NOT** grant admittance to scientific sessions.

PLEASE NOTE: Any additional booth personnel must register at the regular conference fee if he/she plans to attend scientific sessions. An exhibitor must also register for the conference if he/she is either an abstract or poster presenter.

BADGES: Badges **MUST** be worn at all times during conference hours.

SHIPPING: Storage facilities for packing cases, crates and boxes are **NOT** available at the Convention Center. Information regarding shipping and storage of exhibit material will be furnished with the Exhibitor Services Manual which will be emailed to you by Viper Tradeshow, the AAAR service contractor.

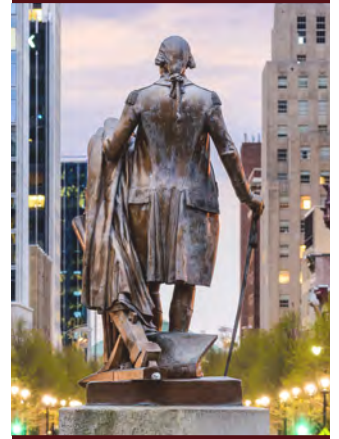
PLEASE do not ship directly to the Convention Center.

INDEPENDENT CONTRACTORS: Exhibitors who plan to use independent contractors other than Viper **MUST** notify AAAR in advance in writing no later than thirty (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 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 **August 7, 2017**.
- ▶ Register all employees and temporary help at the exhibitor registration desk

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EXHIBITOR & SPONSOR
OPPORTUNITIES

EXHIBIT HOURS

MONDAY, OCTOBER 16		WEDNESDAY, OCTOBER 18	
Set-Up	10:30 AM – 5:00 PM	Exhibits Open	9:00 AM – 5:00 PM
TUESDAY, OCTOBER 17		THURSDAY, OCTOBER 19	
Exhibits Open	9:00 AM – 4:00 PM	Exhibits Open	9:00 AM – 3:30 PM
Welcome Reception	6:00 PM – 8:00 PM	Dismantle	3:30 PM – 7:00 PM

All packing crates and boxes **MUST** be removed from the exhibit hall by **5:00 PM, Monday, October 16**. All display materials must be removed from the exhibit space by **7:00 PM on Thursday, October 19**. Timing listed above is subject to change.

SECURITY: Security services will be provided. 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.

CHILDREN'S ADMISSION TO THE HALL:

Children under the age of 16 are **NOT** permitted to enter the exhibit hall at any time: installation, show days, or dismantling. Strollers or wheeled suitcases are **NOT** permitted within the exhibit hall at any time, thus eliminating a falling hazard.

GIVEAWAYS: All giveaways should be confirmed prior to the conference with **Bill Carney**, Executive Director, at: bcarney@aaar.org or 703.234.4128.

INSURANCE: The exhibitor acknowledges that neither AAAR, Drohan Management Group, nor the Convention Center 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 **NO** later than **Monday, August 7, 2017**.



AAAR shall be named as additional insured to the Certificate of Insurance. The exhibitor agrees to hold AAAR and Drohan Management Group 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 2017 Annual Conference.

AMERICANS WITH DISABILITIES ACT:

Exhibiting companies shall be responsible for making exhibits accessible to persons with disabilities as required by the Americans 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 **Bill Carney**, Executive Director, at bcarney@aaar.org if you have any special needs.

NO later than Monday, August 7, 2017 – PLEASE.

PAYMENT & CANCELLATION POLICY: It is expressly agreed that all payments for said exhibition space must be made to AAAR in a timely manner. *Please note that booth numbers will not be confirmed until full payment is received.* AAAR reserves the right to refuse exhibition space to an exhibitor 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 August 7, 2017, fifty (50) percent (%) of fees paid by the exhibitor will be refunded. ***NO refund of any fees will be made if notice is received after August 7, 2017.***

Exposition management reserves the right to assign labor to install any display that is **NOT** in the process of being installed by 3:00 PM on Monday, October 16, or to ship the display back to the exhibiting organization and to instruct that the exhibitor be billed for all charges thus incurred.

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EXHIBITOR & SPONSOR OPPORTUNITIES

LIABILITY & HOLD HARMLESS: It is expressly understood that AAAR, Drohan Management Group and the Convention Center will not be responsible for loss or damage which might occur from 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, Drohan Management Group and the Convention Center 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, Drohan Management Group and the Convention Center 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, Convention Center, 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 carry their own insurance. All matters **NOT** expressly addressed in this document are subject to review and resolution by AAAR management.

As noted previously, all conference sessions, food and beverage functions, registration, exhibits, and posters will be held at the Raleigh Convention Center.

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EXHIBITOR & SPONSOR OPPORTUNITIES

RALEIGH CONVENTION CENTER

500 S. Salisbury Street, Raleigh, NC 27601
www.raleighconvention.com | 919.996.8500

For more specific sponsorship opportunities or advertising, please contact:

Bill Carney | bcarney@aaar.org | 703.234.4128



Raleigh Convention Center - Photo Provided by visitRaleigh.com

HOTEL INFORMATION

Our host hotels for the 2017 AAAR Conference are the Raleigh Marriott City Center, which is connected directly to the Convention Center via an underground hallway, and the Sheraton Raleigh, which is a very short one-block walk from the Convention Center.

RALEIGH MARRIOTT CITY CENTER

500 Fayetteville Street | Raleigh, NC 27601
919.833.1120

SHERATON RALEIGH HOTEL

421 South Salisbury Street | Raleigh, NC 27601
919.256.1488

Reduced sleeping room rates for AAAR registrants have been negotiated with the hotels. The Marriott single/double occupancy rate is just **\$178**, including complimentary wireless internet! The rate at the Sheraton is **\$159**, also including complimentary wireless internet. Your room reservations with the hotel need to be made *no later than September 15, 2017*. We anticipate, however, that the AAAR room block will sell out quickly, and availability and rate cannot be guaranteed once the block is full.

The Raleigh Marriott City Center boasts 400 beautiful guest rooms. The hotel features an indoor swimming pool, Jacuzzi and fitness center, widely acclaimed Rye Restaurant, Starbucks coffee shop and a convenient business center.

The recently renovated Sheraton Raleigh has 353 updated guest rooms. Other hotel features include an indoor swimming pool, Jacuzzi and fitness center, business center and renowned Jimmy V's Osteria and Bar.

Both hotels and the Raleigh Convention Center are all part of a vibrant part of Raleigh's downtown district. Within easy walking distance you will find a wide array of restaurants, shops and historic attractions.

WHY CHOOSE AN OFFICIAL AAAR HOTEL?

All AAAR attendees and exhibitors are encouraged to make hotel reservations by utilizing the official AAAR hotels, the Raleigh Marriott City Center and the Sheraton Raleigh Hotel.

The association recognizes that attendees have many options with other area hotels and that you may be looking only at the per-night cost in making your decision. However, we encourage you to take a few minutes to understand the importance of selecting the official AAAR hotel and other factors which go far beyond the per-night rate.

AAAR has a long history of consistently fulfilling the minimum number of room nights to be sold according to the association's contracts with hotels.

However, with the current economic climate and competition from other properties, it gets more difficult each year to ensure that the number of guaranteed contracted sleeping rooms will be used by attendees and exhibitors.

WHAT DOES THIS MEAN TO YOU? When AAAR is able to maintain a consistent history of hotel rooms sold, it helps the association negotiate the lowest hotel rates possible for future AAAR conferences.

AAAR earns credit for each room night utilized by an attendee or exhibitor when the reservation is at an official conference hotel. This credit helps to offset meeting room rental costs, therefore keeping conference fees low.

The AAAR hotel contract protects YOU. Booking within the AAAR hotel block gives AAAR the opportunity, if the need does arise, to assist you with potential hotel problems you may experience while at the conference. When you choose other hotels, AAAR staff has no contacts or leverage to help rectify a problem or inconvenience which you may have encountered.

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**EXHIBITOR & SPONSOR
OPPORTUNITIES**

RALEIGH CONVENTION CENTER

500 S. Salisbury Street | Raleigh, NC 27601

www.raleighconvention.com | 919.996.8500

RULES & REGULATIONS

EXHIBITOR HALL CLEANING

REQUIREMENTS: The exhibit area will be cleaned prior to show move-in. Additional clean-up services (preopening clean-up, daily booth clean-up, and closing clean-up) must be arranged with our decorator vendor, Viper Tradeshows. Viper will provide an Exhibitor Kit with all cleaning fees included.

BOTTLED WATER SERVICE: Should you desire to make bottled water or additional food item service available to trade show attendees in your booth, you must work out those arrangements with the Raleigh Convention Center contracted catering service, Centerplate. Their representative, **Dan Kapps**, can be reached at Dan.Kapps@centerplate.com. Water stations will be provided throughout in the exhibit hall for exhibitors and attendees.

CHEMICAL DISPLAY & USAGE: Any exhibitor wishing to bring a chemical, hazardous material or compressed gas onto Raleigh Convention Center property must submit a request in writing to the RCC Event Manager, Ashley McLeod, a minimum of 30 days prior to the move-in. Each request should include the name of the chemical/gas/hazardous material, the amount, the purpose/application and a Material Safety Data Sheet (MSDS).

› Ashley McLeod

Ashley.Mcleod@raleighconvention.com | 919.996.8653

LIABILITY INSURANCE REQUIREMENTS: The Raleigh Convention Center is **NOT** responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence of an employee of the convention center. Each exhibitor hereby expressly releases the Raleigh Convention Center from such liabilities and agrees to indemnify the Convention Center from such liabilities and agrees to indemnify the Convention Center against

all claims or such injury, loss, or damage. Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

SHIPPING: The Raleigh Convention Center will **NOT** accept any direct shipments until the AAAR contracted decorator (Viper Tradeshows) is onsite, which will be Saturday, October 14. We strongly encourage you to use our decorator, Viper Tradeshows, for your shipping needs. *Viper will provide an Exhibitor Kit with details.*

STORAGE: The Raleigh Convention Center has no facilities for the storage of exhibit-related materials. All storage questions must be directed to Viper Tradeshows.

SMOKING: Smoking is not allowed in any part of the Raleigh Convention Center nor within 25 feet of exterior doors.

NON-FLAMMABLE MATERIALS: All materials used in the exhibit hall or any other part of the Convention Center must be non-flammable to conform to the fire regulations of the Raleigh Fire Department.

ADHESIVES: No pins, tacks, or adhesives of any kind are permitted on any wall, door, or column. Adhesive-backed stickers may not be given out by exhibitors.

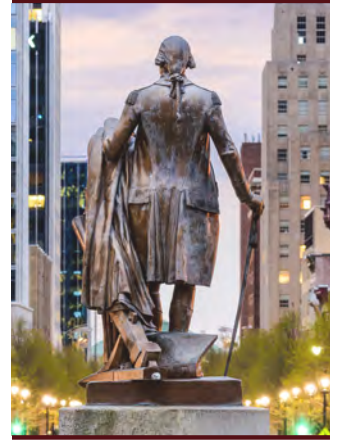
TAPE: Exhibitors are responsible for the removal of all tape and residue marks. The only approved tape allowed to be utilized is painters tape.

SIGNS/BANNERS: All hanging signs must be professionally made and must conform to show management rules, regulations, and ceiling limitations. All hanging signs must be hung by Raleigh Convention Center personnel through arrangements with the AAAR Central Office. The RCC requires a three-man team and a four-hour minimum for rigging services. Contact the AAAR Central Office for details.

› Bill Carney

bcarney@aaar.org | 703.234.4128

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**EXHIBITOR & SPONSOR
OPPORTUNITIES**


RIGHT TO INSPECT: The Raleigh Convention Center's security personnel reserve the right to inspect any carton, container, briefcase, luggage, or package brought into or taken out of the Convention Center.

EXHIBITOR EQUIPMENT: All equipment, decorations, freight, etc., must be removed from the premises at the expiration of the show (October 19, 2017). Items left behind will be treated as abandoned equipment.

ACCESS FOR DELIVERIES: All articles, exhibits, fixtures, displays, and property of any kind shall be brought into and out of the exhibit hall only at and through the approved loading area as the Convention Center may designate.

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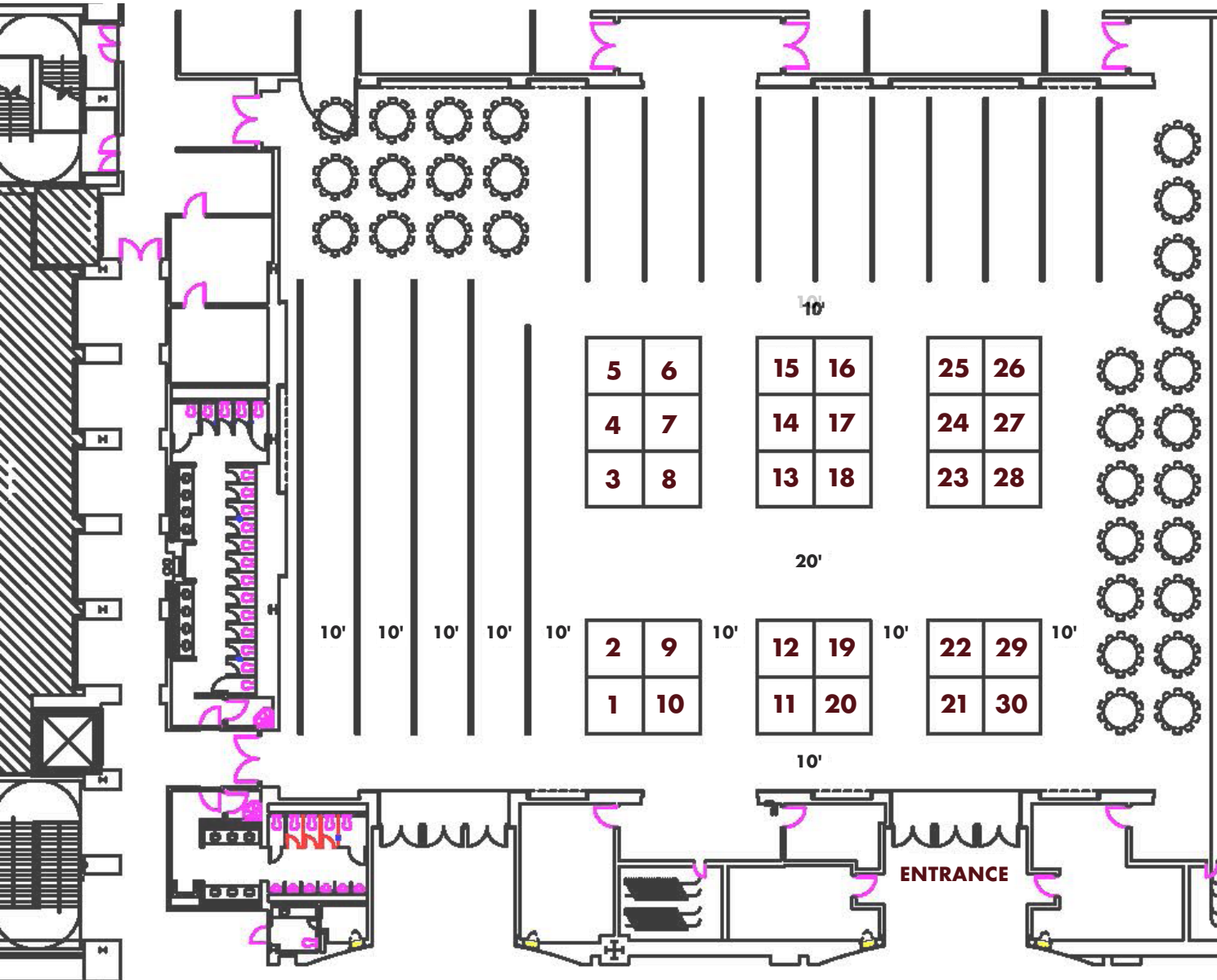


EXHIBITOR & SPONSOR
OPPORTUNITIES

EXHIBITOR FLOOR PLAN

RALEIGH CONVENTION CENTER

500 S. Salisbury Street | Raleigh, NC 27601 | www.raleighconvention.com | 919.996.8500



BENEFITS OF ANNUAL SPONSORSHIP

	CONTRIBUTOR < \$2,500	SUPPORTING \$2,500	BRONZE \$5,000	GOLD \$10,000	PLATINUM \$15,000
Ad in 3 Issues of <i>Particulars</i> Newsletter			Banner	½ page	½ page
Logo and Link throughout the AAAR Website, Including Homepage			12 Months	12 Months	12 Months
AAAR Organizational Membership*					●
2 Full Memberships for Staff (Includes As&T Journal Subscription)				●	●
2 Regular Annual Conference Registrations				●	●
1 Complimentary 10x10 Exhibit Space (Includes 2 Exhibitor Registrations)					●

ANNUAL CONFERENCE PROMOTIONAL OPPORTUNITIES:

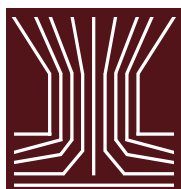
Acknowledgement on Conference Website; Signage; Slides; Conference Publications	●	●	●	●	●
Full Page Ad in the Final Conference Program				●	●
Insert (Advertisement) in Conference Registration Packets		●	●	●	●

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EXHIBITOR & SPONSOR OPPORTUNITIES

*AAAR Organizational Membership includes: 2 full memberships for staff, 2 regular annual conference registrations, tutorial discounts, exhibit space discounts, a list of annual conference attendees, and acknowledgements in AAAR publication.



RULES & REGULATIONS

These rules and regulations constitute a bona fide part of the contract for the AAAR Sponsorship Program, hereafter called 'sponsorship'. AAAR reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well being of AAAR.

1. Applicants for sponsorship are required to execute and forward a contract to AAAR. Payment shall be made in full prior to the annual conference.
2. Acceptance of sponsorship for all valid contracts in hand will be based on the sole discretion of AAAR.
3. The sponsorship provided is an unrestricted grant and will be used to support AAAR programming, unless agreed to by both parties.

4. No sponsor may assign, share or apportion his sponsorship in whole or in part.
5. It is expressly agreed by each and every contracting sponsor, his agents and his guests, that neither AAAR, **NOR** its employees, representatives or contractors shall be liable for loss or damage incurred by the sponsor.
6. AAAR reserves the right to decline or prohibit any sponsorship which in its judgment is out of keeping with the character of AAAR, its programs or annual conference, this reservation being all-inclusive as to persons, things, printed matter, products and conduct.
7. Sponsors **MUST** contact the AAAR Executive Director, **Bill Carney** (bcarney@aaar.org), if they wish to hold an event during the week of the AAAR conference (either invitation only or open invitation to all conference attendees).

2017 ANNUAL SPONSORSHIP CONTRACT

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INSTRUCTIONS: ALL contracts must be completed, signed and accompanied by correct deposit. Contracts that are incomplete, unsigned or not accompanied by proper deposit will not be accepted and will be returned for completion.

SPONSOR INFORMATION

Organization will be listed in all promotional pieces as filled in below:

ORGANIZATION

CONTACT

TITLE

DEPARTMENT

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE

EMAIL

WEBSITE

☐ **WE AGREE** to abide by all rules and regulations governing AAAR and the AAAR annual conference as printed on **page 9** and which are a part of this contract. *Acceptance of this application by the American Association for Aerosol Research constitutes a binding contract.*

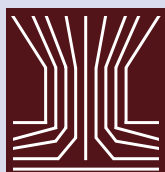
AUTHORIZED SIGNATURE

DATE

PLEASE NOTE: Sponsors **MUST** contact the AAAR Executive Director, Bill Carney (bcarney@aaar.org), if they wish to hold an event during the week of the AAAR conference (*either invitation only or open invitation to all conference attendees*).

PLEASE SEND COMPLETED FORM TO:

American Association for Aerosol Research (AAAR)
Attn: Bill Carney, Executive Director – **VIA:**



MAIL: 11130 Sunrise Valley Dr, Ste 350
Reston, VA 20191

FAX: 703.435.4390

EMAIL: bcarney@aaar.org

SUBMISSION DEADLINE: MONDAY, AUGUST 7, 2017



**EXHIBITOR & SPONSOR
OPPORTUNITIES**

TYPE OF SPONSORSHIP

GENERAL

<input type="checkbox"/> PLATINUM SPONSOR	\$15,000
<input type="checkbox"/> GOLD SPONSOR	\$10,000
<input type="checkbox"/> BRONZE SPONSOR	\$5,000
<input type="checkbox"/> SUPPORTING SPONSOR	\$2,500
<input type="checkbox"/> CONTRIBUTOR	<\$2,500

TOTAL SPONSORSHIP AMOUNT* \$

*** Deposit of 50% of total is due with contract. Balance due in full by AUGUST 7, 2017. NOTE:** Failure to provide payment in full by the date noted above may result in exclusion from conference registration materials.

PAYMENT INFORMATION:

INCLUDED WITH MY CONTRACT: (*please check one*)

- ☐ **CHECK** (*payable to AAAR*)
- ☐ **CREDIT CARD** ☐ Visa ☐ MasterCard ☐ Amex

CREDIT CARD #

EXP. DATE

NAME (AS IT APPEARS ON CARD)

SIGNATURE

EXHIBIT RESERVATION FORM (1 OF 2)

36th AAAR
ANNUAL CONFERENCE

☐ **YES** I want to reserve exhibit space at the 2017 AAAR 36th Annual Conference

EXHIBITOR INFORMATION

ORGANIZATION

CONTACT

TITLE

DEPARTMENT

ADDRESS

CITY

STATE

ZIP

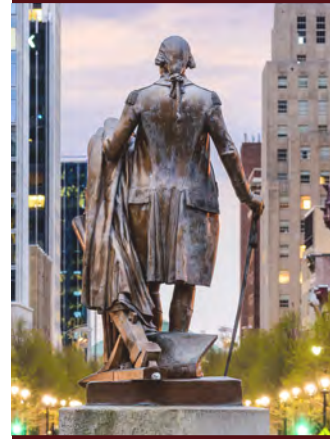
COUNTRY

PHONE

EMAIL

WEBSITE

PLEASE provide a description of your products/services (50 words or less) for inclusion in the final program
(use a separate page if needed):



**EXHIBITOR & SPONSOR
OPPORTUNITIES**

EXHIBIT SPACE & ORGANIZATIONAL MEMBER | \$3,609

EXHIBIT SPACE BENEFITS:

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

ORGANIZATIONAL MEMBERSHIP BENEFITS:

- › Two (2) one-year AAAR individual memberships for 2018
- › Two (2) full conference registrations
- › Listing on the AAAR Web site as an Organizational Member
- › Listing in the AAAR 2017 program as an Organizational Member

EXHIBIT SPACE | \$2,100

- › One (1) 10'x10' exhibit space
- › Two (2) complimentary exhibitor registrations with full access to sessions
- › Listing in the AAAR 2017 program
- › Electronic conference attendee lists
(one electronic pre-registration list prior to conference and one complete list distributed within 30 days after conference)

EXHIBITOR PACKAGES

- › **ADD \$1,000** to any advertisement and receive an insert (advertisement) in the conference registration packet and an acknowledgement on the conference website, signage, slides and conference publications.
- › **ADD \$1,500** to any Sponsorship item and qualify as a Supporting Sponsor which entitles you to receive an insert (advertisement) in the conference registration packet, an acknowledgement on the conference website, signage, slides and conference publications as well as a full page ad in the conference program.

Suggestions for other sponsorship and advertising opportunities are welcome. Please contact **Bill Carney** (bcarney@aaar.org).

All specific sponsorships and advertisements are on a first come first serve basis. Organizational member and sponsors will receive a (1) week advance notice of the sponsorship and advertising opportunities. Sponsorship and advertising amounts from this page will count toward the contribution thresholds of the various annual AAAR sponsorship levels (Contributor, Supporting, Bronze, Gold, Platinum).

ADDITIONAL SPONSORSHIP ITEMS

COFFEE BREAK	\$1,000
REGISTRATION BAGS	\$2,000
LANYARDS	\$1,500

ONSITE PROGRAM ADVERTISEMENT

INTERIOR PAGE AD	\$1,000
INSIDE FRONT COVER AD	\$1,750
INSIDE BACK COVER AD	\$1,750
OUTSIDE BACK COVER AD	\$2,500

EXHIBIT RESERVATION FORM (2 OF 2)

SUBMISSION DEADLINE: MONDAY, AUGUST 7, 2017

COST	ITEM	QTY	AMOUNT
<input type="checkbox"/> \$3,609	EXHIBIT SPACE & ORGANIZATIONAL MEMBER	—	
<input type="checkbox"/> \$1,575	ADDITIONAL ORGANIZATIONAL SPONSOR EXHIBIT BOOTHS		
<input type="checkbox"/> \$2,100	STANDARD 10'x10' EXHIBIT SPACE		
ADDITIONAL SPONSORSHIP ITEMS			
<input type="checkbox"/> \$1,000	COFFEE BREAK	—	
<input type="checkbox"/> \$2,000	REGISTRATION BAGS	—	
<input type="checkbox"/> \$1,500	LANYARDS	—	
CONFERENCE PROGRAM ADVERTISEMENT			
<input type="checkbox"/> \$1,000	INTERIOR PAGE	—	
<input type="checkbox"/> \$1,750	INSIDE FRONT COVER	—	
<input type="checkbox"/> \$1,750	INSIDE BACK COVER	—	
<input type="checkbox"/> \$2,500	OUTSIDE BACK COVER	—	
EXHIBITOR PACKAGES			
<input type="checkbox"/> \$1,000	EXHIBITOR PACKAGE	—	
<input type="checkbox"/> \$1,500	EXHIBITOR PACKAGE	—	
TOTAL AMOUNT DUE			\$

EXHIBIT SPACE LOCATION PREFERENCES*:

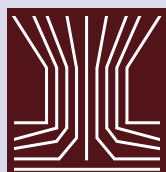
1ST _____ 2ND _____ 3RD _____

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

If you have a concern about being near a competitor's booth, please contact: **Bill Carney** | bcarney@aaar.org | 703.234.4128

PLEASE SEND COMPLETED FORM TO:

American Association for Aerosol Research (AAAR)
Attn: Bill Carney, Executive Director — **VIA:**



MAIL: 11130 Sunrise Valley Dr, Ste 350
Reston, VA 20191

FAX: 703.435.4390

EMAIL: bcarney@aaar.org

36th AAAR
ANNUAL CONFERENCE



EXHIBITOR & SPONSOR OPPORTUNITIES

☐ **WE AGREE** to abide by all rules and regulations governing AAAR and the AAAR annual conference which are a part of this contract. *Acceptance of this application by the American Association for Aerosol Research constitutes a binding contract.*

AUTHORIZED SIGNATURE _____

DATE _____

PAYMENT INFORMATION

INCLUDED WITH MY CONTRACT: (please check one)

☐ **CHECK** (payable to AAAR)

☐ **CREDIT CARD** ☐ Visa ☐ MasterCard ☐ Amex

CREDIT CARD # _____

EXP. DATE _____

NAME (AS IT APPEARS ON CARD) _____

SIGNATURE _____

NOTE: An exhibitor service kit will be e-mailed to you in early August.

IMPORTANT: A copy of your general liability insurance coverage will be needed no later than **Monday, August 7, 2017.**