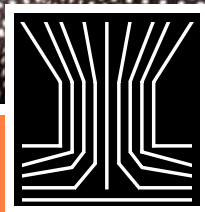


AAAR



Annual Conference
October 18-22, 2021



Albuquerque Convention Center | Albuquerque, NM

Exhibitor Prospectus

For Conference details, please visit www.aaar.org/2021/

AAAR

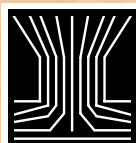


Annual Conference

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Albuquerque Convention Center
Albuquerque, NM

**For Conference details,
please visit
www.aaar.org/2021/**



2021 Organizational Members:

Aerodyne Research
Cambustion
Magee Scientific
Particle Instruments
Sunset Laboratory
TSI
URG

Exhibitor Prospectus

Dear Exhibitors, Sponsors and Advertisers,

The American Association for Aerosol Research (AAAR) cordially invites you to exhibit, sponsor and/or advertise at the 39th Annual Conference, which will be held October 18-22, 2021, at the Albuquerque Convention Center in Albuquerque, New Mexico. Building on the success of prior conferences and our first ever virtual event in 2020, we anticipate record attendance in October.

Exhibiting affords you the opportunity to not only engage with the attendees to discuss your organization's products and services, but build relationships. Be sure to take a look at the information for exhibitors that is provided below.

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 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.
- ◆ Full conference materials.
- ◆ Access to all social functions, including the Welcome Reception, coffee breaks and box lunch.
- ◆ Complimentary WiFi in the exhibit area.
- ◆ Electronic attendee list two weeks prior to the conference, followed by a list of on-site registrants after the conference.

The Exhibition will formally **open Tuesday morning, October 19, and run through Thursday afternoon, October 21**. 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: www.aaar.org/2021/

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 any behavior is deemed unacceptable by the organizers.



SPONSORSHIP & ADVERTISING OPPORTUNITIES

There are several sponsorship and advertising opportunities available at the AAAR 39th Annual Conference. This is an excellent way to provide publicity for your organization.

Please note that sponsorship of some items are on a **first-come, first-served basis**.

See page 10 for sponsorship details and complete the form on page 11.



EXHIBITOR INFORMATION

Booth Description

- ◆ (10) feet wide
- ◆ (10) feet deep
- ◆ (8) feet high

AAAR will provide:

- ◆ Pipe and draped 8-foot high backdrop
- ◆ 36-inch side rails
- ◆ Two-line (maximum) name sign

- ◆ Display materials between adjoining booths shall be limited to the front three (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/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:

- ◆ Organizational members will receive the booth selection materials first. One week later, all non-organizational (standard) booth companies/exhibitors will be emailed the materials. In all cases, a booth number will not be confirmed until payment is received in full.
- ◆ 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 next to.

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 later than July 31, 2021**. **NO refund** of any fees will be made if notice is received **after July 31, 2021**.

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 subletters if 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 John Lessard, Executive Director of the AAAR and/or its catering service contractor. Music may not be played in any form without proper license of copyrighted music.

Special Services, Equipment, and 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 **Kayla Chandler** at kchandler@virtualinc.com or **+1.718.846.8887**.

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 and can register for tutorials.

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.

Exhibit Hours

This timing is subject to change.

Monday, October 18	
Set-Up	10:30 AM – 5:00 PM
Tuesday, October 19	
Exhibits Open	9:00 AM – 4:00 PM
Welcome Reception	6:00 PM – 8:00 PM
Wednesday, October 20	
Exhibits Open	9:00 AM – 5:00 PM
Thursday, October 21	
Exhibits Open	9:00 AM – 3:30 PM
Move-out	3:30 PM – 7:00 PM

All packing crates and boxes must be removed from the exhibit hall by 5:00 PM, Monday, October 18. All display materials must be removed from the exhibit space by 7:00 PM on Thursday, October 21.

Shipping

PLEASE **DO NOT** SHIP EXHIBITS DIRECTLY TO THE CONVENTION CENTER.

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 Alliance Nationwide Expositions, the AAAR service contractor.

Independent Contractors

Exhibitors who plan to use independent contractors other than Alliance Nationwide Expositions 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 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 July 31, 2021**
- ◆ Register all employees and temporary help at the exhibitor registration desk

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 **Kayla Chandler** at kchandler@virtualinc.com or **1.781.876.8887**.

INSURANCE

The exhibitor acknowledges that neither AAAR, Virtual Inc., 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 July 31, 2021**.

AAAR shall be named as additional insured to the Certificate of Insurance. The exhibitor agrees to hold AAAR and Virtual 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 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 **Kayla Chandler**, Event Specialist, at **kchandler@virtualinc.com** or **+1.781.876.8887**.

Payment and 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 July 31, 2021, 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 July 31, 2021**.

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 18**, or to ship the display back to the exhibiting organization and to instruct that the exhibitor be billed for all charges thus incurred.

Liability & Hold Harmless

It is expressly understood that AAAR, Virtual Inc. 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, Virtual Inc. 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, Virtual Inc. 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 Albuquerque Convention Center.

Albuquerque Convention Center

401 2nd Street NW, Albuquerque, NM 27601
+1.505.768.4575

For more specific sponsorship opportunities or advertising, please contact:

John Lessard at
jlessard@virtualinc.com
or **+1.781.876.8944**

Hotel Information

Our host hotels for the 2021 AAAR Conference are the **Doubletree by Hilton Albuquerque** and the **Hyatt Regency Albuquerque**.

Doubletree by Hilton Albuquerque | Rate \$176

201 Marquette Ave NW
Albuquerque, NM 87102
+1.505.247.3344

Hyatt Regency Albuquerque | Rate \$159

330 Tijeras NW
Albuquerque, NM 87102
+1.505. 842. 1234

The Doubletree by Hilton Albuquerque boasts 300 beautiful guest rooms, with full guest room renovations showcasing a unique southwestern contemporary look and highlights their local history. Offering stunning views of the Sandia Mountains, this Albuquerque hotel provides a unique, relaxing setting in the heart of the city. DoubleTree is the only hotel conveniently connected to the Albuquerque Convention Center via an underground concourse. The Albuquerque International Airport is 4.5 miles from the hotel, and complimentary airport shuttle service is available daily by calling the hotel directly from 5:00 am until 12:00 am.

The Hyatt Regency Albuquerque boasts 382 beautiful guest rooms. Make yourself at home in your spacious guestroom, explore the shops and events in our downtown neighborhood, or lounge at the pool between meetings. Situated across the street from the Albuquerque Convention Center, and moments away from dining, shopping, and entertainment.

Both hotels and the **Albuquerque Convention Center** are all part of a vibrant part of Albuquerque'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 **Doubletree by Hilton Albuquerque** and the **Hyatt Regency Albuquerque**. 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 can 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.

Albuquerque Convention Center

401 2nd Street NW
Albuquerque, NM 87102
+1.505.768.4575



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, Alliance Nationwide Expositions. Alliance 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 Albuquerque 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 and Compressed Gas Display, and Usage

Any exhibitor wishing to bring a chemical, hazardous material or compressed gas onto Albuquerque Convention Center property **must submit a request in writing** to **Brian Clark**, Director of Operations (**brian.clark@Albuquerqueenc.gov**), 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).

Liability Insurance Requirements

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

Shipping

The Albuquerque Convention Center will not accept any direct shipments until the AAAR contracted decorator (Alliance Nationwide Expositions) is onsite, which will be **Saturday, October 17**. We strongly encourage you to use our decorator, Alliance Nationwide Expositions, for your shipping needs. Alliance will provide an Exhibitor Kit with details.

Storage

The Albuquerque Convention Center has no facilities for the storage of exhibit-related materials. All storage questions must be directed to Alliance Nationwide Expositions.

Smoking

Smoking is NOT allowed in any part of the Albuquerque 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 Albuquerque 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 Albuquerque 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.

Right to Inspect

The Albuquerque 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 Requirement

All equipment, decorations, freight, etc., must be removed from the premises at the expiration of the show (October 22, 2021). 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.

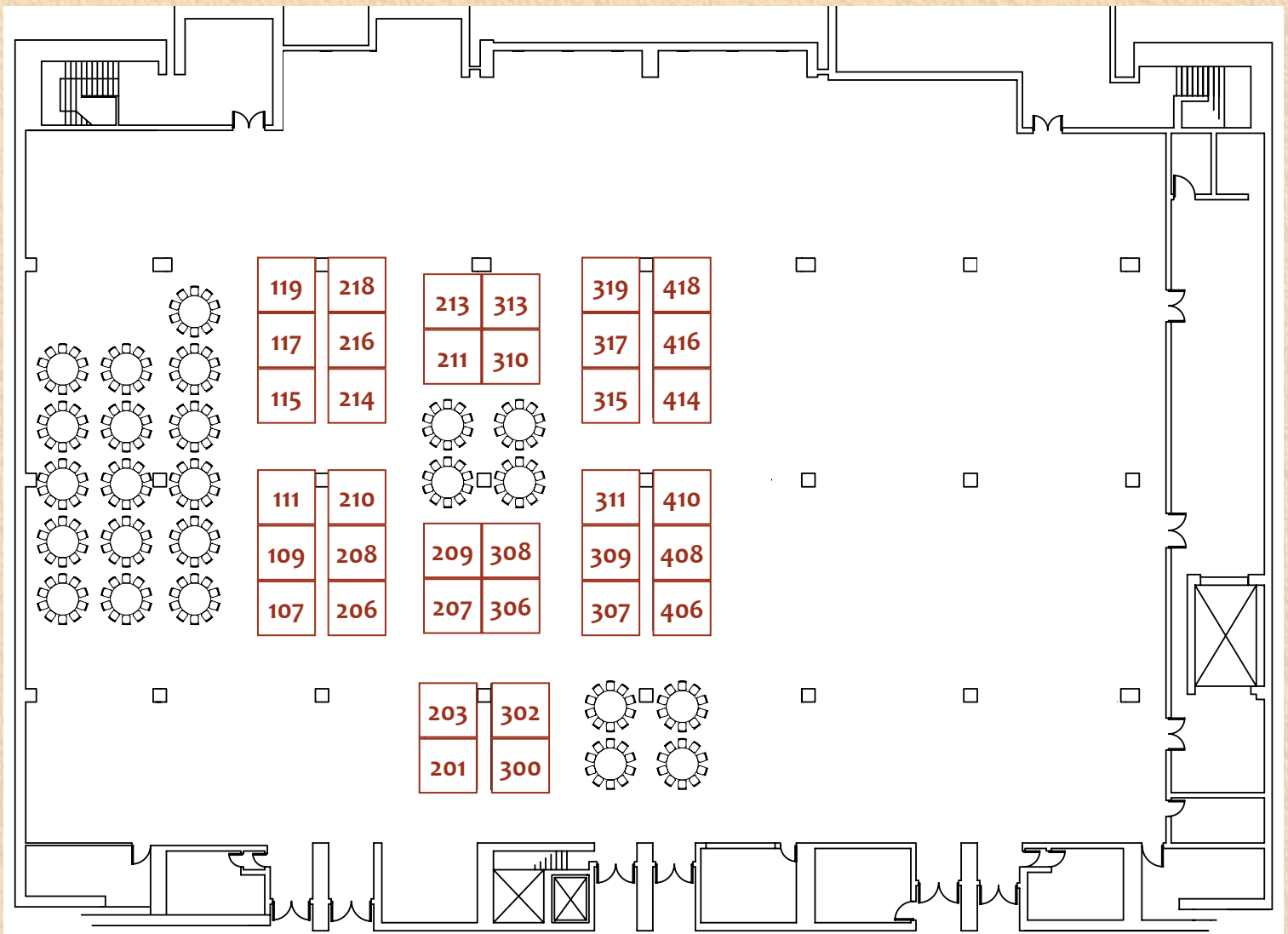
Albuquerque Convention Center

401 2nd Street NW

Albuquerque, NM 87102

+1.505.768.4575

Exhibitor Floor Plan



Exhibitor Reservation Form

YES! I want to reserve exhibit space at the 39th AAAR Annual Conference

Exhibit Space & Organizational Membership | \$4,009

Exhibit Space Benefits:

- ◆ 25% discount on each additional 10'x10' exhibit space
- ◆ Two (2) complimentary full conference registrations
- ◆ Electronic conference attendee lists
(one electronic pre-registration list prior to conference and one complete list distributed within 30 days after conference)
- ◆ Right of first refusal on conference sponsorship opportunities

Organizational Membership Benefits:

- ◆ Two (2) one-year AAAR individual memberships for 2022
- ◆ Two (2) full conference registrations
- ◆ Listing on the AAAR Web site as an Organizational Member
- ◆ Listing in the AAAR 2022 program as an Organizational Member

Exhibit Space | \$2,599

- ◆ One 10' x 10' exhibit space
- ◆ Two (2) complimentary full conference registrations
- ◆ Listing in the AAAR 2020 program and on the AAAR Web site
- ◆ One (1) Full AAAR membership for 2022
- ◆ Electronic conference attendee lists
(one electronic pre-registration list prior to conference and one complete list distributed within 30 days after conference)

Number of Exhibit Spaces Requested: _____

Exhibit Space Location Preferences*:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

* 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:

John Lessard, jlessard@virtualinc.com or +1.781.876.8944



PLEASE EMAIL COMPLETED FORM TO:

John Lessard
jlessard@virtualinc.com

Exhibitor Information

ORGANIZATION _____

CONTACT _____ TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PHONE _____ WEBSITE _____

EMAIL _____

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

WE AGREE to abide by all rules and regulations governing AAAR and the 39th 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 _____

AMOUNT PAID
with Space Reservation:

\$ _____

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 summer.