



## **AAAR 2014 Annual Conference Exhibitor Prospectus**

**October 20 – October 24, 2014  
Rosen Shingle Creek Resort  
Orlando, Florida, USA**

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Dear Fellow Exhibitors:

The American Association for Aerosol Research (AAAR) cordially invites you to participate and exhibit at the 33<sup>rd</sup> Annual Conference, which will be held October 20-24, 2014, at the Rosen Shingle Creek Resort in Orlando, Florida. Building on the success of prior conferences, we anticipate approximately 800 attendees and are sure that you will enjoy vast networking opportunities to demonstrate and discuss your company's products and services.

The Exhibition will formally open Tuesday morning, October 21 and run through Thursday afternoon, October 23. 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://2014.aaar.org>.

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
- Complimentary bus service to *Point Orlando* Wednesday evening

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.

Please join us for the 33<sup>rd</sup> Annual Conference. We look forward to seeing you in Orlando!

Brian Osmondson  
2014 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.

## 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 rails, and a 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 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(s) will be made on a first-come, first-served basis as follows: Organizational members will receive the booth selection materials first. Two (2) working days 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 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 FRIDAY, AUGUST 1, 2014.**

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 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 sublettors 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 Rosen Shingle Creek Resort 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. The one exception to this is if the exhibitor chooses to purchase bottled water from Rosen Shingle Creek Resort to distribute from the booth. 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 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

This timing is subject to change.

Tuesday, October 21      Exhibits Open  
9:00 AM – 4:00 PM  
and  
6:00 PM – 8:00 PM  
(Welcome Reception)

Wednesday, October 22   Exhibits Open  
9:00 AM – 4:00 PM

Thursday, October 23     Exhibits Open  
9:00 AM – 3:30 PM

### SET-UP AND DISMANTLING TIMES

Monday, October 20      Set-up  
2:00 PM – 5:00 PM

Thursday, October 23     Dismantle  
3:30 PM – 7:00 PM

All packing crates and boxes MUST be removed from the exhibit floor by 6:00 PM, Monday, October 20. All display materials must be removed from the exhibit space by 7:00 PM on Thursday, October 23.

Overtime rates will apply before 8:00 AM and after 4:30 PM each day.

## POSTER SESSIONS

All poster sessions will be held in Panzacola Ballroom F/G located on your left as you come down the escalators into the Rosen Shingle Creek ballroom meeting space. 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 from Ann Mitchell, exhibit manager, 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 Ms. Mitchell directly via email at [amitchell@aaar.org](mailto:amitchell@aaar.org) or at 856-439-0500, extension 4456.

### 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

Do not ship exhibits directly to the Rosen Shingle Creek Resort.

Storage facilities for packing cases, crates and boxes are not available at the Rosen Shingle Creek Resort. Information regarding shipping and storage of exhibit material will be furnished with the Exhibitor Service Manual which will be emailed to you by Arata Expositions, the AAAR service contractor.

## INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than Arata 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 AUGUST 1, 2014.**
- 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 Ann Mitchell, exhibit manager, at 856-439-0500, extension 4456 or [amitchell@aaar.org](mailto:amitchell@aaar.org).

## INSURANCE

The exhibitor acknowledges that neither AAAR, Association Headquarters, Inc., nor the Rosen Shingle Creek Resort 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 FRIDAY, AUGUST 1, 2014.**

AAAR shall be named as 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 2014 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 Ann Mitchell, exhibit manager, at [amitchell@aaar.org](mailto:amitchell@aaar.org), if you have any special needs **NO LATER THAN FRIDAY, AUGUST 1, 2014.**

## **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 August 1, 2014, 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 1, 2014.**

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 20, 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 Rosen Shingle Creek Resort will not be responsible for loss or damage which might occur 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., and the Rosen Shingle Creek Resort 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 Rosen Shingle Creek Resort 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, Rosen Shingle Creek Resort, 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 ROSEN SHINGLE CREEK RESORT.**

**ADDRESS: 9939 Universal Boulevard  
Orlando, FL 32819  
Telephone: 407-996-9939**

## **SPONSORSHIP OPPORTUNITIES**

There are several sponsorship opportunities available at the AAAR 33<sup>rd</sup> 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.

For more specific sponsorship opportunities or advertising, please contact Melissa Baldwin at 856-642-4424 or email: [mbaldwin@aaar.org](mailto:mbaldwin@aaar.org).

Two (2) pages of sponsorship information are part of this exhibitor prospectus. See the sponsorship information following the floor plan in this document.

## **HOTEL INFORMATION**

All sessions of the annual conference will be held at the Rosen Shingle Creek Resort.

Situated on a 230-acre setting on Shingle Creek, headwaters to the Florida Everglades, the Rosen Shingle Creek Resort will offer AAAR attendees both a relaxing and exceptional experience in central Florida. The resort features heated outdoor swimming pools, a full-service spa and fitness center, tennis courts, jogging and nature trails, an 18-hole championship golf course, and a wide variety of restaurants.

New in 2014 will be complimentary busing to Pointe Orlando which will be offered to all attendees after the annual business meeting on Wednesday, October 22. Pointe Orlando offers dining, shopping, and entertainment options, and shuttle buses will provide transportation throughout the evening.

Reduced sleeping room rates have been negotiated for AAAR attendees. The single/double daily sleeping room rate is \$185 plus applicable Florida sales tax. To offset the cost of the sleeping room, however, \$10.00 (ten dollars) in Rosen dollars will be applied to each room reservation on a daily basis. Upon check-in, you will receive one certificate for each day of your stay. Please note that the \$10.00 will be applied PER ROOM, not per individuals in the room. Rosen dollars can be used for any Rosen services (such as food and beverage purchases, spa, golf, etc.) and need not necessarily be applied to sleeping room charges.

## **PLEASE NOTE:**

**RESERVATIONS AT THE ROSEN SHINGLE CREEK RESORT NEED TO BE MADE NO LATER THAN FRIDAY, SEPTEMBER 19, 2014.** It is anticipated that the AAAR block will sell out quickly, and availability and rate cannot be guaranteed once the block is filled.

See the conference Web site, <http://2014.aaar.org> for additional reservation information.

Rosen Shingle Creek Resort accepts all major credit cards including American Express, Diners Club, Discover, JCB, MasterCard, and Visa.

All guest rooms have a view of the golf course and feature a luxurious Creek Sleeper bed, two telephones, high-speed Internet connection capabilities, a 32" flat-screen television, in-room laptop safes, and a mini-refrigerator. Please note that Rosen Shingle Creek Resort is a non-smoking hotel. Smoking is only permitted in designated outside areas. Check-in time is 3:00 PM, and check-out time is 11:00 AM.

## **WHY CHOOSE AN OFFICIAL AAAR HOTEL?**

All AAAR attendees and exhibitors are encouraged to make hotel reservations by utilizing the official AAAR hotel, the Rosen Shingle Creek Resort. 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.

## ROSEN SHINGLE CREEK RESORT – RULES AND REGULATIONS

### EXHIBIT HALL CLEANING REQUIREMENTS

The exhibit area will be cleaned prior to show move-in. Additional clean-up services (pre-opening clean-up, daily booth clean-up, and closing clean-up) must be arranged with the decorator. More information concerning cleaning services will be included in the exhibitor service manual.

The decorator (Arata Expositions) will be responsible for providing a “threshold” at all freight door entrances into the room during the hours of move-in and move-out to protect the carpet.

### BOTTLED WATER SERVICE

Should you desire to make bottled water service available to trade show attendees in your booth, bottled water is available at a charge through the catering department. Please contact Ann Mitchell, exhibit manager, for the specific hotel contact information. Water stations will be provided in the exhibit hall for exhibitors and attendees.

## CHEMICAL DISPLAYS AND USAGE

Any chemical brought onto hotel property must be accompanied by a Material Safety Data Sheet (MSDS) as required by Federal and State Occupational Safety Hazard Administration regulations and Environmental Protection Agency guidelines. No hazardous chemical (as defined by Federal and State Occupational Safety Hazard Administration regulations and Environmental Protection Agency guidelines) may be brought onto hotel property for usage/display purposes.

## LIABILITY INSURANCE REQUIREMENTS

The Rosen Shingle Creek Resort 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 hotel. Each exhibitor hereby expressly releases the Rosen Shingle Creek Resort from such liabilities and agrees to indemnify the Rosen Shingle Creek Resort from such liabilities and agrees to indemnify the Rosen Shingle Creek Resort 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

Rosen Shingle Creek Resort will not accept any shipments related to exhibits. **All shipments MUST be handled by Arata Expositions, Inc.**

## STORAGE

The Rosen Shingle Creek Resort has no facilities for the storage of exhibit-related materials. All shipments must be directed to Arata Expositions, Inc.

## SMOKING

Smoking is not allowed in the exhibit hall or in any part of the Rosen Shingle Creek Resort.

## **NON-FLAMMABLE MATERIALS**

All materials used in the exhibit hall or any other part of the Rosen Shingle Creek Resort must be nonflammable to conform to the fire regulations of the Orange county Fire Department.

## **COMPRESSED GASES**

Compressed gases are not allowed inside the Rosen Shingle Creek Resort. Heavier than air gases like propane, butane, or liquefied petroleum gas (LPG) are also not allowed. Helium is NOT allowed at any time.

## **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.

## **SIGNS/BANNERS**

All hanging signs must be professionally made and must conform to show management rules, regulations, and ceiling limitations. All hanging signs and truss must be hung by the Rosen Shingle Creek Resort. No firm will be allowed to access the hotel's ceiling. The Rosen Shingle Creek Resort reserves the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

## **RIGHT TO INSPECT**

The Rosen Shingle Creek Resort's security personnel reserve the right to inspect any carton, container, briefcase, luggage, or package brought in to or taken out of the Rosen Shingle Creek Resort.

## **EXHIBITOR EQUIPMENT**

All equipment, decorations, freight, etc., must be removed from the premises at the expiration of the show (October 23, 2014). Items left behind will be treated as abandoned equipment.

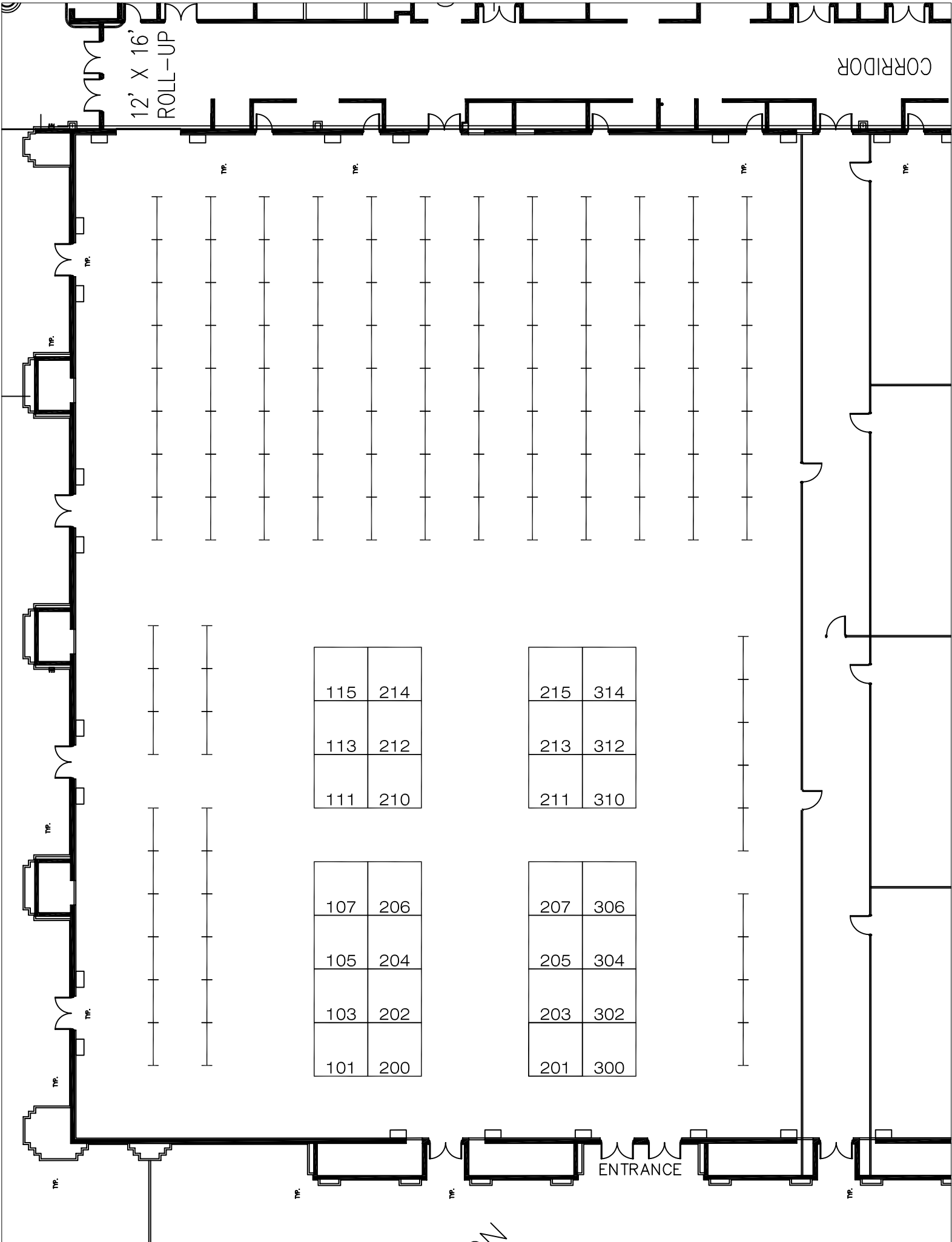
## **ACCESS FOR DELIVERIES**

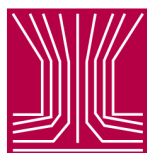
All articles, exhibits, fixtures, displays, and property of any kind shall be brought into and out of the exhibit hall only at and through the approved loading area as the hotel may designate.

## **TAPE**

Exhibitors are responsible for the removal of all tape and residue marks.







## American Association for Aerosol Research 2014 Annual Sponsorship Contract

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 BELOW 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 SEND COMPLETED FORM TO:**

American Association for Aerosol Research (AAAR)  
Attn: Melissa Baldwin, Executive Director  
15000 Commerce Parkway, Suite C  
Mount Laurel, NJ 08054  
Phone: 856-439-9080  
Fax: 856-439-0525  
Email: mbaldwin@aaar.org

### **Please Note:**

Sponsors must contact the AAAR meeting manager, Ann Mitchell (amitchell@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).

### **TYPE OF SPONSORSHIP:**

#### *General:*

- |   |            |
|---|------------|
| <input type="checkbox"/> Platinum Sponsor   | \$15,000   |
| <input type="checkbox"/> Gold Sponsor       | \$10,000   |
| <input type="checkbox"/> Silver Sponsor     | \$ 7,500   |
| <input type="checkbox"/> Bronze Sponsor     | \$ 5,000   |
| <input type="checkbox"/> Supporting Sponsor | \$ 2,500   |
| <input type="checkbox"/> Contributor        | < \$ 2,500 |

#### *Specific:*

- |   |          |
|---|----------|
| <input type="checkbox"/> Coffee Break               | \$ 6,000 |
| <input type="checkbox"/> Conference Bags            | \$ 4,000 |
| <input type="checkbox"/> Lanyards                   | \$ 1,500 |
| <input type="checkbox"/> Student Poster Competition | \$ 1,000 |

Please indicate total sponsorship amount: \$ \_\_\_\_\_

### **PAYMENT:**

Deposit of 50% of total is due WITH CONTRACT. **Balance DUE IN FULL by August 15, 2014.**

*NOTE: Failure to provide payment in full by the date noted above may result in exclusion from conference registration materials.*

### **Included with my contract is my (please check one):**

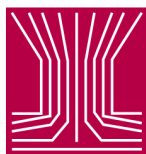
- ☐ Check made payable to AAAR
- ☐ Credit Card:    ☐ Visa    ☐ MasterCard    ☐ Amex

\_\_\_\_\_  
Credit Card #

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

\_\_\_\_\_  
Name as it appears on card

\_\_\_\_\_  
Signature



## American Association for Aerosol Research Benefits of Annual Sponsorship

	Contributor < \$2,500	Supporting \$2,500	Bronze \$5,000	Silver \$7,500	Gold \$10,000	Platinum \$15,000
Ad in 3 issues of <i>Particulars</i> newsletter			Banner	½ page	½ page	½ page
Logo and link on the AAAR website homepage			3 months	6 months	6 months	12 months
Ad in the Members Only section of the AAAR website			✓	✓	✓	✓
"Commercial" space in blast emails					2 blast emails	3 blast emails
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, on signage and slides at conference, and in conference publications	✓	✓	✓	✓	✓	✓
Full page ad in the final conference program		Interior	Interior	Interior	Inside cover	Outside back cover
Insert (advertisement) in conference registration packets		✓	✓	✓	✓	✓

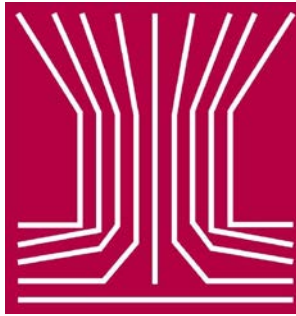
\* AAAR Organizational Membership includes: 2 full memberships for staff, 2 regular annual conference registrations, tutorial discounts, exhibit space discounts, a list of annual conference attendees, and acknowledgements in AAAR publications and on the website ([www.AAAR.org](http://www.AAAR.org)).

Organizations that sponsor specific annual conference items, such as a coffee break, the conference bags, etc., will be acknowledged on the annual conference website, on signage and slides at conference, and in conference publications.

### 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 meeting manager, Ann Mitchell ([amitchell@aaar.org](mailto:amitchell@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).



## EXHIBIT SPACE RESERVATION FORM

**[ ] YES** -- I want to reserve exhibit space at the 2014 AAAR 33rd 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. (See page 2 of this form.)

### **[ ] \$3,609 Exhibit Space and Organizational Membership**

#### ***Exhibit Space Benefits:***

- 25% discount on each 10' x 10' exhibit space
- Two (2) complimentary exhibitor 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 2014
- Two (2) full conference registrations
- Listing on the AAAR Web site as an Organizational Member
- Listing in the AAAR 2014 program as an Organizational Member

### **[ ] \$2,100 Exhibit Space**

- One 10' x 10' exhibit space
- Two (2) complimentary exhibitor registrations **with full access to scientific sessions**
- Listing in the AAAR 2014 program and on the AAAR Web site
- 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 you are requesting:** \_\_\_\_\_

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

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**If you have a concern about being near a competitor's booth, please contact Ann Mitchell ([amitchell@aaar.org](mailto:amitchell@aaar.org)).**

(See Page 2 for contact and payment information.)

**Contact Information**

(This information will *NOT* appear in the final program.)

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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

See **Exhibit Form B** to complete all information for the Final Program.

**Payment Information**

☐ Check (made payable to AAAR)      Amount Enclosed: \$ \_\_\_\_\_

**Credit Card Information**

Card type:      ☐ Visa      ☐ MasterCard      ☐ American Express

**Total Amount:** \$ \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Cardholder's Name:** \_\_\_\_\_

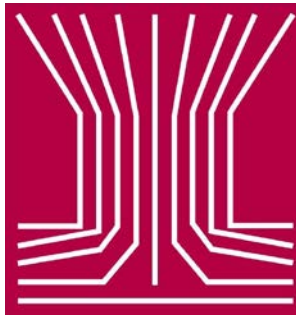
**Please see Exhibit Form B to complete the exhibitor registration process.**

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

**PLEASE NOTE THAT A COPY OF YOUR GENERAL LIABILITY INSURANCE COVERAGE WILL  
BE NEEDED NO LATER THAN FRIDAY, AUGUST 1, 2014.**

**Please complete this two-page document and fax, mail or email to:**

**Ann Mitchell, Meeting and Exhibit Manager  
AAAR, 15000 Commerce Parkway, Suite C, Mount Laurel, NJ 08054  
Phone : (856) 439-0500 ext. 4456 • Fax : (856) 439-0525 • E-mail : amitchell@aaar.org  
Web site : www.aaar.org**



**PROGRAM BOOK INFORMATION AND BOOTH DESCRIPTION**

DEADLINE FOR SUBMISSION: FRIDAY, AUGUST 1, 2014

**Annual Conference Final Program Book Information:**

Organization: \_\_\_\_\_

Web site: \_\_\_\_\_

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

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

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PLEASE COMPLETE AND E-MAIL A 50-WORD OR LESS DESCRIPTION OF PRODUCTS/SERVICES  
FOR INCLUSION IN THE FINAL PROGRAM (E-MAIL TO: [amitchell@aaar.org](mailto:amitchell@aaar.org)).  
THIS IS DUE NO LATER THAN FRIDAY, AUGUST 1 2014.**

**PLEASE NOTE THAT A CERTIFICATE OF GENERAL LIABILITY INSURANCE IS REQUIRED BY  
FRIDAY, AUGUST 1, 2014.**

**Mail or fax to:**

**Ann Mitchell, Meeting and Exhibit Manager  
AAAR, 15000 Commerce Parkway, Suite C, Mount Laurel, NJ 08054  
Phone : (856) 439-0500 ext. 4456 • Fax : (856) 439-0525 • E-mail : [amitchell@aaar.org](mailto:amitchell@aaar.org)  
Web site : [www.aaar.org](http://www.aaar.org)**