



# Exhibitor Prospectus

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## American Association of Veterinary Laboratory Diagnosticians 58th Annual Meeting Providence Rhode Island Convention Center

AAVLD would like to offer an opportunity for exhibitors to display the latest veterinary supplies, equipment and services to our meeting attendees who are, in general, responsible for approving supply and equipment orders for state, federal, or private laboratories, agencies, and offices. AAVLD meets in conjunction with the U.S. Animal Health Association (USAHA) and their combined memberships attract more than 1,100 people to the annual meetings.

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### IMPORTANT DATES:

Application Deadline	July 24, 2015
Directory Text Deadline to be in Proceedings Book	August 7, 2015
Exhibit Dates	Saturday/Sunday – Oct. 24-25, 2015
Setup Time	Friday, Oct. 23, 2015 time: 2:00-6:00 PM
Teardown Time	Sunday, Oct. 25, 2015 time: 1:00 p.m.-3:00 p.m.

### EXHIBIT PROGRAM INFORMATION

Exhibitors are required to use the contracted exhibit service company for all their exhibit needs and to ship all booth materials. Exhibits will be constructed in the Ballroom A at the Rhode Island Convention Center (RICC). Meeting attendees are invited to peruse exhibits between 9:00 a.m.–6:00 p.m. Saturday, October 24 and 9:00-1:00 p.m. Sunday, October 25.

**Exhibit dates are Oct. 24-25, 2015**

Annual meeting dates are Oct. 22-28, 2015

#### Preliminary Program Schedule

Saturday's Plenary Session is 7:45 a.m.–11:30 a.m. with a 45 minute break at 9:10 a.m.

Saturday's concurrent sessions are 1:00 p.m.-3:00 p.m.

Sunday's concurrent sessions are at 8:00 a.m. – 12:00 p.m., with thirty-minute breaks staggered, at 9:30 a.m., 9:45 a.m. and 10:00 a.m.

*Times are subject to change slightly based upon final program.*

#### Exhibit Setup - Ballroom A

Friday            October 23, 2015            time: 2:00-6:00 pm

Exhibit company information and the floor plan will be emailed to all applicants.

#### Exhibit Hours & Days

Saturday            October 24, 2015            9:00 a.m. - 6:00 p.m.

Sunday            October 25, 2015            9:00 a.m. - 1:00 p.m.

*Times are subject to change slightly based upon final program.*

Please be sure not to leave valuables at your exhibit booth when you are not there.

As a courtesy to the registrants and your fellow exhibitors, the Exhibit Coordinator requests your cooperation in opening your exhibit on time each day and staffing it until the scheduled closing.

#### Exhibit Booth Rates

Exhibit booths will be contracted at the rate of \$1,300.00 for each 10'x10' space. Full payment should accompany the contract.

#### Refund Policy

50% refund through August 14, 2015 and no refunds after August 14, 2015. Full refunds will be provided in the event of a necessary cancellation by AAVLD.

#### Booth Assignment

Exhibit Coordinator will assign booth locations taking into account sponsorship, seniority, contract date, and competitors.

#### Booth Specifications

- 10'x 10' space
- 7" x 44" black lettering on white identification sign with company name and booth number
- Black 8' high back drape and 3' high side rails.
- Exhibit area is carpeted.
- Exhibitors will order furniture and services from the contracted exhibit service company.

#### **USE OF SPACE**

The coordinator of this event reserves the right to reject or prohibit, at any time, any exhibit, or part of an exhibit that is not suitable to and in keeping with the character of the event, which is to provide an opportunity for a business to be tastefully and reasonably showcased. Demonstrations and distribution of promotional materials must be confined to the limits of the exhibitor's space. Please follow the Good Neighbor Rule as it pertains to noise and line of sight.

#### **REGISTRATION**

- Registration must be approved prior to the meeting. On-site registration will not be accepted.
- Exhibitor personnel may pick up their badges and meeting materials at the conference registration desk.
- 4 badges will be issued for each booth space contracted.
- Registration is for AAVLD meetings Thursday-Sunday, October 22-25, 2015.
- Each booth space receives 1 Proceedings Book. Additional books may be purchased for \$25 each.
- Additional badges may be purchased for \$300.00 each.
- Booth personnel names must be provided by September 30, 2015.

#### **FIRE and SAFETY**

Exhibitors must comply with all local fire regulations. No open flames of any kind will be permitted without prior notification and permission. Electrical wiring will be denied if materials or electrical equipment is substandard to Rhode Island Convention Center requirements. Any displays using fire, chemicals, plants, or any material harmful to people or that could damage the hotel property must be preapproved.

#### **LIABILITY**

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save The Planning Connection, Inc., American Association of Veterinary Laboratory Diagnosticians, Inc., its Executive Board, employees and members, and the Rhode Island Convention Center in Providence, Rhode Island, and its employees and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the American Association of Veterinary Laboratory Diagnosticians, Inc., its Executive Board, employees and the Rhode Island Convention Center in Providence, Rhode Island, its employees and agents. The American Association of Veterinary Laboratory Diagnosticians will furnish reasonable uniformed security.

**CONTACT**

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**ACKNOWLEDGEMENT**

I have read, understand, and acknowledge the information set forth in this Exhibitor Prospectus.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_