EXHIBITOR APPLICATION

OCTOBER 27-30, 2021

45th ANNUAL APHON CONFERENCE & EXHIBIT

SALT LAKE CITY
**Application for Exhibit Space • Exhibit Dates: October 27-30, 2021**

We understand that space will be rented at the following rates:

<table>
<thead>
<tr>
<th>Size</th>
<th>Before July 14, 2021</th>
<th>Thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ (100 sq. ft.)</td>
<td>$1,950</td>
<td>$2,100</td>
</tr>
<tr>
<td>10’ x 20’ (200 sq. ft.)</td>
<td>$3,750</td>
<td>$4,050</td>
</tr>
<tr>
<td>20’ x 20’ Island (400 sq. ft.)</td>
<td>$7,950</td>
<td>$8,550</td>
</tr>
<tr>
<td>Not-for-Profit Booth Package</td>
<td>$1,800</td>
<td>$1,950</td>
</tr>
<tr>
<td>10’ x 10’ (100 sq. ft.)</td>
<td>$1,950</td>
<td>$1,950</td>
</tr>
<tr>
<td>Corner Fee</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Virtual Networking</td>
<td>$1,000</td>
<td>$1,250</td>
</tr>
</tbody>
</table>

Additional Virtual Platform opportunities within the Platform will be made available April 2021.

We understand that all space must be paid for in full by **September 1, 2021**. If assigned space is not paid for in full by the specified date, it may be assigned to another exhibitor at the option of APHON.

We agree to abide by the Terms and Conditions printed on the reverse side of this form, which are made part of this contract. This is not a binding contract until signed by the APHON sales representative on behalf of APHON.

We will make every effort to accommodate requests but can make no guarantee.

1st choice ___________________ 3rd choice ___________________
2nd choice ___________________ 4th choice ___________________

List the products that will be exhibited. ________________________________________________________________

List companies you prefer not to be near. ________________________________________________________________

**Exhibit Listings**

Please **electronically** submit a company logo and description of your products or services to be exhibited, in 50 words or fewer, exactly as you want the information to appear on the website and conference app. Submit to Olivia Lambrev at OLambrev@connect2amc.com by **July 7, 2021**.

(Descriptions may be edited slightly to maintain consistency.)

**Industry Relations Council**

Your organization’s participation will make a difference in the field of pediatric hematology/oncology nursing.

We would like to receive more information on APHON’s Industry Relations Council.

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**Company Information**

- **Company name**: *as you wish it to appear in the conference program book and exhibit sign*
- **Street address**
- **City, State, ZIP**
- **Phone (_____)**, **Fax (_____)**
- **Website**

* I understand that by providing the fax number(s) listed above, on behalf of the company specified above, I am authorized to receive, and hereby consent for the company to receive, communications sent by or on behalf of APHON.

The signer of the application for exhibit space—or person designated below, if different—shall be the official representative of the exhibitor and shall have the authority to certify representatives and act on behalf of the exhibitor in all negotiations. This contract and related future mailings will be addressed to the signer (or designee indicated below if different).

**Signature**

**Name**

**Title** *(first) (last)*

**E-mail**

**Billing Information**

- **Name**
- **Title** *(first) (last)*
- **Firm name**
- **Street address** *(if different from above)*
- **City, State, ZIP**
- **Phone (_____)**, **Fax (_____)**
- **E-mail**

Please complete all three steps:
1. Fax to 888.374.7259.
2. Make a copy of this form for your records.
3. Return the original, with a 50% deposit or full payment, to **APHON Exhibit Office**

**Payment Information**

- **cc #**
- **exp**
- **$**
- **check #**
- **amount**
- **date**
- **check #**
- **amount**
- **date**

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**FOR APHON USE ONLY**

<table>
<thead>
<tr>
<th>Booth number(s) assigned</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepted: APhON by</td>
<td></td>
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</tbody>
</table>

- **Association of Pediatric Hematology/Oncology Nurses**

Make checks payable to **Association of Pediatric Hematology/Oncology Nurses**

For credit card payments, contact APHON at 847.375.4763.
1. APPLICATION AND ELIGIBILITY. Application for booth space must be made on the printed form provided by APHON (hereinafter “the Association”), contain the information as required, and be executed by an individual who has authority to act for the exhibitor. The exhibitor is designated the sole representative of said company at the Association’s place of business. The exhibitor shall be responsible for the conduct of all personnel, exhibits, and displays related to its participation in the Association’s program, including, but not limited to, the Association’s program. The Association may hold the exhibitor responsible for any violation of the terms and conditions of this application or for any actions or omissions of the exhibitor which are outside of the exhibitor’s control. The Association reserves the right to reject any application and/or to refuse to provide service to the exhibitor if the exhibitor or any member of the exhibitor’s personnel violates any term or condition of this application or if the Association determines that the exhibitor’s participation is not in the best interests of the Association or its members.

2. EXHIBIT SPACE FLOOR PLAN. Each exhibitor will be assigned a floor plan for its booth space. The floor plans are designed for the display and demonstration of products and services relating to the practice and advancement of the art and science of pediatric otolaryngology, rhinology, head and neck surgery, and related subspecialties. The floor plan will be provided by the Association in advance of the exhibit. The exhibitor may request changes to the floor plan after notification of the exhibit space. The exhibitor may not change the floor plan without the approval of the Association. Changes to the floor plan must be submitted in writing to the Association. The Association will not be responsible for any changes to the floor plan that are not submitted in writing. The exhibitor agrees to comply with all floor plan restrictions and to use only the area designated for exhibit space.

3. PAYMENT TERMS. All payments must be made in advance of the exhibit. No partial payment will be accepted. The Association reserves the right to refuse to provide service to any exhibitor who has not paid in full for its exhibit space.

4. NOVUS EXHIBIT SERVICES.
   a. The Association reserves the right not to accept any exhibit which does not comply with the terms of this application and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be reduced to the exhibitor, less expenses incurred by the Association to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

5. ASSIGNMENT OF EXHIBIT SPACE. Space will be assigned beginning January 11, 2021, according to the date on which and deposit received. APHON will have the availability of the requested area, amount of space requested, special needs, and compatibility of the products with the Association’s program.

6. BOOTH, FURNISHINGS, EQUIPMENT, AND SERVICE. A uniformly styled exhibit booth will be furnished that consists of carpeting, one (1) table, one (1) chair, and one (1) booth kit that includes a desk, two (2) skirts, a sign, a counter, and a backdrop. A uniformed staff member will be on duty at all times during the hours of the exhibit.

7. CONDUCT OF EXHIBITS. The Association reserves the right to reject any exhibit which, in the opinion of the Association, is obviously not being worked on and has no representative present will be assigned to the labor contractor for uncrating and erecting to ready for removal from the exhibit area no later than 8 pm on Friday, October 29, 2021. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any company violating this regulation will be fined $200 and may be denied exhibit space at any future Exhibit.

8. CANCELLATION OF BOOTH SPACE. If the exhibitor notifies APHON in writing of its intention to cancel the contract after acceptance but prior to July 29, 2021, a full refund of rentals, minus a $500 administrative fee, will be made. APHON reserves its written request for cancellation of service regardless of the date of the exhibitor’s request. In the case of exhibits, the exhibitor will ship, at his own risk and expense, all articles to be exhibited. The Official Contractor will provide storage for incoming freight, delivery of equipment, and a return service to the exhibitor’s expense. The Association occasionally has photographs of exhibitors and their booth personnel taken during the exhibit. The Association shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and their representatives.

9. ADDITIONAL EXHIBITOR SERVICES. A uniformed staff member will be on duty at all times during the hours of the exhibit. A uniformly styled exhibit booth will be furnished that consists of carpeting, one (1) table, one (1) chair, and one (1) booth kit that includes a desk, two (2) skirts, a sign, a counter, and a backdrop. A uniformed staff member will be on duty at all times during the hours of the exhibit.

10. CONTRACTOR AND LABOR COORDINATION. The Association will have the right to restrict the conduct of any exhibit which, in its opinion, does not comply with the terms of this application or the Association’s program. The exhibitor will have complete control of all labor hired and scheduling of all labor for the purpose of the orderly setup, management, and dismantling of the exhibit. The Association reserves the right to change booth assignments at the Association’s discretion.

11. HOSPITALITY AND ENTERTAINMENT. Hospitality suites or events sponsored by the exhibitors must be approved by the Association in advance. Complete details and deadline order dates for rental displays, additional decorating, furniture, carpeting, signs, cleaning, photography, floral, etc. are available from the conference program, and exhibit badge hill for four (4) preregistered company representatives per 10’ x 10’ booth, which admit them to the exhibition area of the conference. Booths for purposes are charged against this four-booth minimum.

12. EXHIBIT STAFF REGISTRATION. Prior to October 4, 2021, registration of four (4) representatives (inclusive of spouses) per 10’ x 10’ booth. The exhibitor will receive a preprint of the booth list no later than 10/25, 2021, to permit the preprint to be fifty percent (50%) of the full price of said exhibit booth’s space. No refunds will be made after August 25, 2021. In the event of cancellation by an exhibitor at no time can the cancellation fee be considered a donation or be recognized as support of APHON.

13. GENERAL CONFERENCE BUSINESS. All exhibits will be used for advertising purposes and may not create noise levels objectionable to neighboring exhibitors. Operation of equipment which may not create noise levels objectionable to neighboring exhibitors.

14. SPECIAL VISUAL AND SOUND EFFECTS. Audiotracks and other sound and attention-getting devices and effects will be permitted only in those locations and in such a manner as in the opinion of the Association does not interfere with the activities of neighboring exhibitors. Operation of equipment which may not create noise levels objectionable to neighboring exhibitors.