

EXHIBITOR PROSPECTUS

**28th Annual
Arizona Perinatal Trust
Perinatal Conference**



**August 9 & 10, 2018
Flagstaff, Arizona**



High Country
CONFERENCE CENTER
NORTHERN ARIZONA UNIVERSITY

INVITATION TO EXHIBIT

- Exhibit Dates: August 9 & 10, 2018
- Set-Up: August 8, 2018 ; Dismantle: August 10, 2018

EXHIBIT SPACE

The standard exhibit space includes a six-foot skirted table and two chairs. Exhibitors who prefer to include equipment or modular displays may use the six-foot space instead of a table. The use of upright display banners is permitted. In order to accommodate your display in a manner to maximize it's effectiveness, please provide the information requested on the Registration form. Basic access to wireless internet is available on site. Electrical access is standard 120V, and should be indicated that is needed on the Registration form. All displays and equipment must be in position before the Exhibit area opens on Thursday, August 9, 2018.

EXHIBITOR FEE

- Non-Profit Exhibitor: \$ 500.00 (A copy of your IRS Non-Profit Organization letter must be submitted to APT with your Registration form to qualify for this rate.)
- For Profit Exhibitor: \$1,000.00
- Conference Sponsor: \$2,500.00

All APT Exhibitors and Event Sponsors receive breakfasts, refreshment breaks, lunch on Thursday, and are invited to join all Conference sessions if desired, as indicated:

- Non-Profit Exhibitors: One (1) Representative
- For Profit Exhibitors: Two (2) Representatives.
- Conference Sponsors: Three (3) Representatives

Exhibitor/Sponsor company logos will be included in the Course Syllabus and in the Exhibitor Display if submitted in a pdf format to the APT office no later than [Friday, July 20, 2018](#). No refunds will be issued for Exhibitors whole fail to occupy their space.

EXHIBIT HALL LOCATION AND HOURS

High Country Conference Center, NAU
201 West Butler Avenue
Flagstaff, Arizona 86001

Wednesday, August 8, 2018

- Set-Up: 3:00pm-7:00pm

Thursday, August 9, 2018

- Exhibit Hall Open: 7:00am
- Attendee Registration, Breakfast & Exhibits: 8:00am– 8:30am
- Break & Exhibits: 10:40am– 11:00am
- Lunch & Exhibits: 12:30pm – 1:30pm
- Break & Exhibits: 3:30pm– 3:50pm
- Wine & Cheese Reception– 5:30pm - 6:30pm

Friday, August 10, 2018

- Exhibit Hall Open: 7:30am
- Attendee Registration, Breakfast & Exhibits: 8:00am– 8:30am
- Break & Exhibits: 10:00am– 10:20am
- Closing & Dismantle: 12:00 noon

OTHER SPONSORSHIP OPPORTUNITIES

- Conference Benefactor: \$500.00

While this opportunity does not include any attendee registrants, Conference Benefactor company logos will be included in the Course Syllabus if submitted in a pdf format to the APT office no later than [Friday, July 20, 2018](#).

HOTEL ACCOMODATIONS & PARKING

Room reservations for the Conference can be made with the Drury Inn & Suites at (800)325-0720, or online at www.druryhotels.com. Please reference Group Number 2320208 for the Group Rate of \$144.95 per room, per night plus tax. Reservations must be received by [Friday, July 6, 2018](#) in order to qualify for the 2018 APT Conference Group Rate. Reservations made after this date will be based on availability at the prevailing rate. Onsite parking is available to guests in the adjoining High Country Conference Center Parking Garage.

EVENT INFORMATION FOR EXHIBITORS/CONFERENCE SPONSORS

All correspondence for the Conference will be sent to the Contact Person indicated on the Registration form. Exhibitors and Conference Sponsors are responsible for forwarding any correspondence to applicable Representatives, if other than Contact Person. APT welcomes one (1) representative from Non-Profit Exhibitors, two (2) Representatives from For Profit Exhibitors, and three (3) representatives from Conference Sponsors to attend educational sessions and join us for meals. To receive continuing education credits for any session, a current Arizona License must be furnished to the APT office with Registration. Additional representatives from each company may register at the discounted rate of \$175.00 before [Friday, July 20, 2018](#) or \$200.00 from July 21, 2018 through August 9, 2018. Advance Registration is required for Exhibitor Space.

SHIPPING

Exhibitors/Conference Sponsors may ship products and/or display materials three days prior to the Conference start, but storage is limited. Shipments may arrive starting Monday, August 6, 2018. Please label each carton as follows:

- High Country Conference Center, NAU
APT 2018 Conference (Your Company Name)
201 West Butler Avenue
Flagstaff, Arizona 86001
Phone: (928) 523-9512
Fax: (928) 523-9512

SPACE ASSIGNMENTS

Assigned table top space will be considered acceptable to Exhibitor/Sponsor. Space assignments are ordinarily made on a first-come, first-serve basis with Conference supporters and frequent past Exhibitors/Sponsors receiving preference. In the event that there are 25 or more Exhibitors registered, some Exhibits may be placed in the hallways directly outside of the Exhibit Hall. The use of upright display banners is permitted, but must be indicated on the Registration form. Careful attention is paid to placement of competing companies. In the event of a conflict, the date of Registration, frequency of participation and special needs, and advance requests thereof, of the Exhibitor will determine the final assignment. APT reserves the right to change the configuration and location of the Exhibit Hall if necessary. Exhibitor shall not assign, share or sublet any space without consent of APT Conference Staff.

EXHIBITOR RAFFLES

Exhibitor raffles are permitted within the Exhibit display; please indicate the intent to do so on the Registration form. If an Exhibitor would like to donate an item to be raffled by Arizona Perinatal Trust, please contact the APT Office.

WHAT TO WEAR

The Exhibit and Conference Rooms are air conditioned. It is sometimes difficult to keep a moderate temperature for all. We recommend that you bring a jacket or a sweater.

SECURITY

It is each Exhibitor's responsibility to safeguard equipment and material from the time it is brought into the facility until it has been removed. It is also the Exhibitor's responsibility to remove any dangerous materials from their displays when their representative is not thereto supervise it's use and to provide and use their own proper hazardous waste disposal system.

INSURANCE

It is the Exhibitor's sole responsibility to obtain business interruption insurance coverage on all exhibit material, equipment or apparatus introduced into the Conference location premises. Neither APT or the High Country Conference Center at NAU can accept responsibility for loss of or damage to, any of the said materials or displays and the risk of all such loss shall be on the Exhibitors.

RESPONSIBILITIES LIABILITY

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the High Country Conference Center at NAU property and will indemnify, defend and hold harmless APT and the High Country Conference Center at NAU, as well as their respective agents and employees from any and all such losses, damages, and claims.

CANCELLATION OF CONFERENCE

APT may cancel the Conference for any reason. APT shall not be liable for any expenses incurred by the Exhibitor except for an Exhibit Fee refund issued in an amount deemed consistent with the expenditures and commitments already made.

OTHER EXHIBITOR GUIDELINES

Exhibitors may take orders and complete sales. There is to be no smoking in the Exhibit area or in any meeting room. Exhibitor badges are to be worn when in the Exhibit area. Refrigerated items are not permissible. Exhibitors are responsible for reading and adhering to these Guidelines and those of the High Country Conference Center at NAU.

Why Exhibit?

- **Speak directly with decision makers from hospitals and other maternal-child health facilities...all in one place!**
- **Network with speakers and attendees during the Exhibit hours and the Wine & Cheese Reception!**
- **Enjoy a brief get-a-way to the beautiful, cool pines of Flagstaff during a hot Arizona August!**



SPONSOR / EXHIBITOR / BENEFACTOR REGISTRATION

■ Conference Sponsor / Exhibitor / Benefactor Information

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

■ Type:

Name of Attendee(s), Credentials & E-mail Address:

Conference Benefactor: \$500.00 (NO Attendees)

Non-Profit: \$500.00 (1 Attendee)

For Profit: \$1,000.00 (2 Attendees)

Conference Sponsor: \$2,500.00 (3 Attendees)

1.

Dietary Need: Y / N

2.

Dietary Need: Y / N

3.

Dietary Need: Y / N

■ Exhibit Details

All exhibits are six (6) feet wide. Exhibitors who prefer to include equipment or modular display exhibits may use the six (6) foot space instead of a table. To accommodate your display in a manner to maximize its effectiveness, please provide the following:

Table Needed Electrical Outlet(s) Needed: _____ (#) Upright display banners will be used in Exhibit. Raffle will be conducted at Exhibit.

■ Syllabus/Display Information

Company logo will be submitted in a pdf format to the APT office no later than Friday, July 20, 2018 to be included in the Course Syllabus, Exhibitor Display and Bingo.

■ Payment Type

Enclosed is a check made payable to Arizona Perinatal Trust.

Credit Card: Visa _____ MasterCard _____ American Express _____ Discover _____

Number: _____ Exp: _____ / _____ Security Code: _____

Billing

Address: _____

■ Acceptance

By signing this Registration form, you and the company you represent agree to abide by all information contained in the 28th Annual APT Perinatal Conference Exhibitor Prospectus.

Signature: _____ Date: _____

Please mail this Registration Form with payment to: Arizona Perinatal Trust
Attn: Amy Breitreitz
711 East Cottonwood Lane, Suite C
Casa Grande, Arizona 85122

Registration will be available online after February 1, 2018, at www.azperinatal.org. Please contact Amy @ (520) 421-9880 with any questions.