



## **AAAR 2015 Annual Conference Exhibitor Prospectus**

October 12 – October 16, 2015  
Hyatt Regency  
Minneapolis, Minnesota, USA

### **AAAR National Office**

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Reston, Va 20190  
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Web site: [www.aaar.org](http://www.aaar.org)

Conference website:  
<http://conference.aaar.org>

### **AAAR Staff**

**Executive Director**  
Bill Carney  
[bcarney@aaar.org](mailto:bcarney@aaar.org)

Dear Fellow Exhibitors:

The American Association for Aerosol Research (AAAR) cordially invites you to participate and exhibit at the 34th Annual Conference, which will be held October 12-16, 2015, at the Hyatt Regency in Minneapolis, Minnesota. 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 13 and run through Thursday afternoon, October 15. 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://conference.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

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 34<sup>th</sup> Annual Conference. We look forward to seeing you in Minneapolis!

Brian Osmondson  
2015 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 rail, 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/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 MONDAY, AUGUST 3, 2015.**

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 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 Hyatt Regency 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 Hyatt Regency 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 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.

## EXHIBIT HOURS

This timing is subject to change.

Tuesday, October 13 Exhibits Open  
9:00 AM – 4:00 PM  
and  
6:00 PM – 8:00 PM  
(Welcome Reception)

Wednesday, October 14 Exhibits Open  
9:00 AM – 5:00 PM

Thursday, October 15 Exhibits Open  
9:00 AM – 3:30 PM

## SET-UP AND DISMANTLING TIMES

Monday, October 12 Set-up  
10:30 AM – 5:00 PM

Thursday, October 15 Dismantle  
3:30 PM – 7:00 PM

All packing crates and boxes MUST be removed from the exhibit hall by 5:00 PM, Monday, October 12. All display materials must be removed from the exhibit space by 7:00 PM on Thursday, October 15.

## 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 Bill Carney at [bcarney@aaar.org](mailto:bcarney@aaar.org) or at 703-234-4128.

## 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 Hyatt Regency.

Storage facilities for packing cases, crates and boxes are not available at the Hyatt Regency. Information regarding shipping and storage of exhibit material will be furnished with the Exhibitor Services Manual which will be emailed to you by SourceOne Events, the AAAR service contractor.

## INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than SourceOne Events 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 3, 2015.
- 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 Bill Carney, Executive Director, at [bcarney@aaar.org](mailto:bcarney@aaar.org) or at 703-234-4128.

## INSURANCE

The exhibitor acknowledges that neither AAAR, Drohan Management Group, nor the Hyatt Regency 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 MONDAY, AUGUST 3, 2015.**

AAAR shall be named as additional insured to the Certificate of Insurance. The exhibitor agrees to hold AAAR and Drohan Management Group 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 2015 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 Bill Carney, Executive Director, at [bcarney@aaar.org](mailto:bcarney@aaar.org) if you have any special needs. Please, NO LATER THAN MONDAY, AUGUST 3, 2015.

## **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 3, 2015, 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 3, 2015.**

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 12, 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, Drohan Management Group and the Hyatt Regency 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, Drohan Management Group and the Hyatt Regency 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, Drohan Management Group and the Hyatt Regency 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, Hyatt Regency, 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 HYATT REGENCY.**

**ADDRESS: 1300 Nicollet Mall  
Minneapolis, MN 55403  
Telephone: 612-370-1234**

## **SPONSORSHIP OPPORTUNITIES**

There are several sponsorship opportunities available at the AAAR 34<sup>th</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 Bill Carney at [bcarney@aar.org](mailto:bcarney@aar.org) or at 703-234-4128.

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 AAAR annual conference will be held at the Hyatt Regency Minneapolis. Perfectly situated on the Nicollet Mall, the recently redesigned hotel pays tribute to the unique culture of Minnesota, with sleek mid-century Scandinavian décor highlighted by a spacious lobby featuring an expansive stone fireplace framed by rustic wooden logs.

The hotel's premiere downtown location provides convenient access to an incredible array of Twin Cities' attractions, from shopping to sports, the arts or the great outdoors. Spread out in gracious guestrooms offering the most generous amenities in town and enjoy views of the city skyline or beautiful Loring Park.

Explore 520 stores, 50 restaurants, concerts, exhibits and more at [Mall of America](#). Get adventurous ... or do nothing at all. Take an invigorating dip in our [indoor heated pool](#), keep up your fitness routine in our 32,000-square-foot [StayFit™ gym](#), or enjoy YogaAway™ in the privacy of your guestroom.

Discover why Minneapolis was named "one of the top ten cities in the U.S." by Frommers as you explore historic attractions, attend [sporting events](#), enjoy [fine arts and museums](#) or explore the [great outdoors](#). [Savor a variety of culinary delights](#), all of which are all thoughtfully sourced and carefully served.

Reduced sleeping room rates have been negotiated for AAAR registrants. The single room rate is \$219, including a \$10 hotel outlet credit per night. The double occupancy rate is \$244, including a \$10 hotel outlet credit per night, per occupant.

Reservations at the Hyatt Regency Minneapolis need to be made no later than September 20, 2015. It is anticipated, however, that the AAAR room block will sell out quickly, and availability and rate cannot be guaranteed once the block is full.

See the conference website at <http://conference.aaar.org> for additional reservation information.

## WHY CHOOSE AN OFFICIAL AAAR HOTEL?

All AAAR attendees and exhibitors are encouraged to make hotel reservations by utilizing the official AAAR hotel, the Hyatt Regency. 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.

## HYATT REGENCY – RULES AND 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 the decorator. More information concerning cleaning services will be included in the exhibitor service manual. The decorator (Source One Events) 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 or additional food item service available to trade show attendees in your booth, the hotel Events department is available to assist for an additional charge depending on your selections. Please contact the Hyatt Regency for the specific hotel contact information. Water stations will be provided throughout in the exhibit hall for exhibitors and attendees.

## CHEMICAL DISPLAY 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

Hyatt Regency Minneapolis 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 Hyatt Regency Minneapolis from such liabilities and agrees to indemnify the Hyatt Regency Minneapolis from such liabilities and agrees to indemnify the Hyatt Regency Minneapolis 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

Hyatt Regency Minneapolis will not accept any shipments related to exhibits. **All shipments MUST be handled by Source One Events.**

## STORAGE

Hyatt Regency Minneapolis has no facilities for the storage of exhibit-related materials. All shipments must be directed to Source One Events.

## SMOKING

Smoking is not allowed in the exhibit hall or in any part of the Hyatt Regency Minneapolis. Designated smoking areas are available outside of hotel entries.

## **NON-FLAMMABLE MATERIALS**

All materials used in the exhibit hall or any other part of the Hyatt Regency Minneapolis must be nonflammable to conform to the fire regulations of the Hennepin county Fire Department.

## **COMPRESSED GASES**

Compressed gases are not allowed inside the Hyatt Regency Minneapolis. 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.

## **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 the Hyatt Regency Minneapolis. No firm will be allowed to access the hotel's ceiling. The Hyatt Regency Minneapolis reserves the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

## **RIGHT TO INSPECT**

The Hyatt Regency Minneapolis' security personnel reserve the right to inspect any carton, container, briefcase, luggage, or package brought in to or taken out of the hotel.

## **EXHIBITOR EQUIPMENT**

All equipment, decorations, freight, etc., must be removed from the premises at the expiration of the show (October 15, 2015). Items left behind will be treated as abandoned equipment.

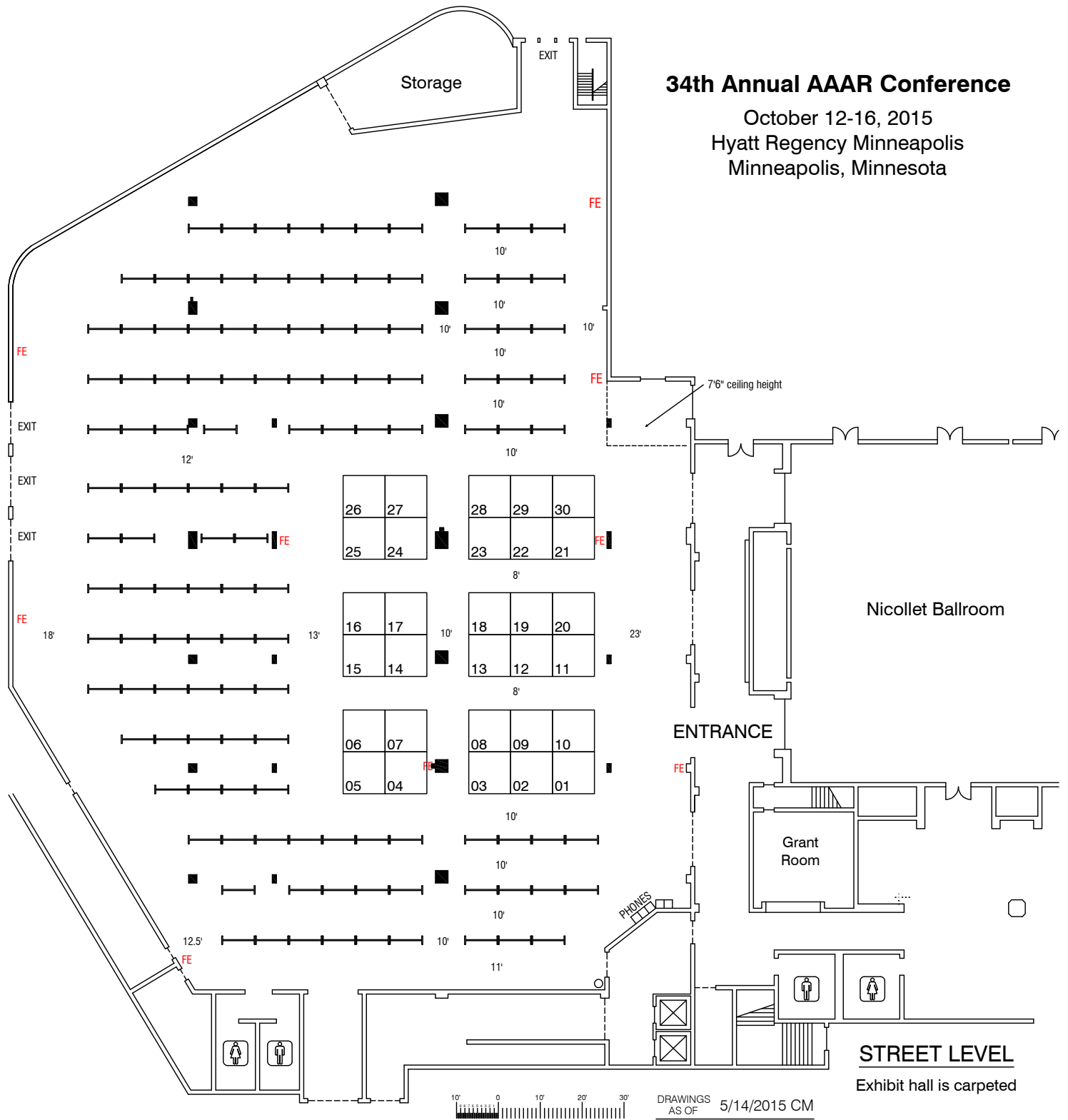
## **ACCESS FOR DELIVERIES**

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.




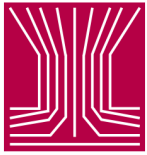
# 34th Annual AAAR Conference

October 12-16, 2015  
Hyatt Regency Minneapolis  
Minneapolis, Minnesota



**STREET LEVEL**  
Exhibit hall is carpeted

<b>Booth Count:</b>	Show Name: AAAR Conference	Initial: 5/14/15	Revision:
30-10x10 booths 125-4x8 posters	Show Dates: October 12-16, 2015	Revision:	Revision:
FLOOR PLAN IS SUBJECT TO FIRE MARSHAL APPROVAL	Facility: Hyatt Regency Minneapolis	Revision:	Revision:
File Name: AAAR2015.dwg	Portion of Facility: Exhibit Hall	Revision:	Revision:
	City: Minneapolis MN	NOT TO SCALE	
 Tradeshows ~ Expositions ~ Electrical ~ Rigging (877) SOE.EXPO toll free (708) 344-4111 phone (708) 344-3050 fax www.sourceoneevents.com	Aisle Size Unless Noted: 10'	<b>DISCLAIMER</b>	
	Booth Size Unless Noted: 10x10	Every effort has been made to insure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities, or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.	
	Poster Size Unless Noted: 4x8		
	Miscellaneous: Ceiling height 10' 7"		
	Miscellaneous:		
	Job Number:		
Account Rep: Diana Foster	PROPERTY OF SOURCEONE EVENTS, INC.		



# American Association for Aerosol Research 2015 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: Bill Carney, Executive Director  
12100 Sunset Hills Rd.  
Suite 130  
Reston, VA 20190  
Phone: 800-485-3106  
Fax: 703-435-4390  
Email: bcarney@aar.org

### Please Note:

Sponsors must contact the AAAR Executive Director, Bill Carney (bcarney@aar.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:

- Platinum Sponsor \$15,000
- Gold Sponsor \$10,000
- Silver Sponsor \$ 7,500
- Bronze Sponsor \$ 5,000
- Supporting Sponsor \$ 2,500
- Contributor < \$ 2,500

#### Specific:

- Coffee Break \$ 6,000
- Conference Bags \$ 4,000
- Lanyards \$ 1,500
- 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 5, 2015.**

*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		✓	✓	✓	✓	✓

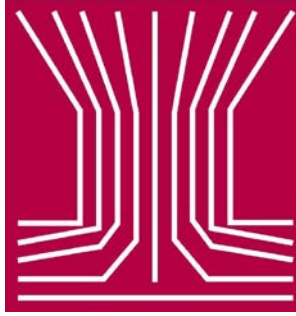
\* AAAR Organizational Membership includes: 2 full memberships for staff, 2 regular annual conference registrations, tutorial discounts, exhibit space discounts, a list of annual conference attendees, and acknowledgements in AAAR publications and on the website ([www.AAAR.org](http://www.AAAR.org)).

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 Executive Director, Bill Carney ([bcarney@aaar.org](mailto:bcarney@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 2015 AAAR 34th 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 2015
- Two (2) full conference registrations
- Listing on the AAAR Web site as an Organizational Member
- Listing in the AAAR 2015 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 2015 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 Bill Carney (bcarney@aar.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: \_\_\_\_\_

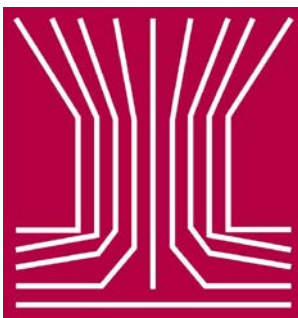
**Please see Exhibit Form B to complete the exhibitor registration process.**

**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, JULY 31, 2015.**

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

**Bill Carney  
AAAR, 12100 Sunset Hills Rd., Suite 130, Reston, VA 20190  
Phone : (800) 485-3106 • Fax : (703) 435-4390 • E-mail : bcarney@aar.org  
Web site : www.aar.org**



**PROGRAM BOOK INFORMATION AND BOOTH DESCRIPTION**

DEADLINE FOR SUBMISSION: FRIDAY, JULY 31, 2015

**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: [bcarney@aaar.org](mailto:bcarney@aaar.org)). THIS IS DUE NO LATER THAN FRIDAY, JULY 31, 2015.**

**PLEASE NOTE THAT A CERTIFICATE OF GENERAL LIABILITY INSURANCE IS REQUIRED BY FRIDAY, July 31, 2015.**

Mail or fax to:

Bill Carney  
AAAR, 12100 Sunset Hills Rd., Suite 130, Reston, VA 20190  
Phone : (800) 485-3106 • Fax : (703) 435-4390 • E-mail : [bcarney@aaar.org](mailto:bcarney@aaar.org)  
Web site : [www.aaar.org](http://www.aaar.org)