EXHIBITOR APPLICATION/CONTRACT

EXPOSITION DATES: NOVEMBER 1-2, 2019
ALBUQUERQUE CONVENTION CENTER | ALBUQUERQUE, NM

July 19, 2019 is the deadline for priority placement.
Applications will be accepted until October 18 (unless hall sells out earlier)

1 PLEASE PRINT OR TYPE INFORMATION.

COMPANY NAME ____________________________________________________________
WEB ADDRESS ____________________________________________________________
TWITTER HANDLE __________________________________________________________
PRIMARY CONTACT _________________________________________________________
E-MAIL _________________________________________________________________
PHONE ____________________________________________________________________
CELL PHONE ____________________________ STATE ____________________________
ADDRESS ____________________________ CITY _____________________________
CITY__________________________ STATE________________________ZIP_____________________
SIGNATURE __________________________ DATE _______________________

By signing this application, you are stating that your company is not a physician-owned practice. For clarification, see the Referral for Profit section in the Rules and Regulations found below.

If you are a new exhibitor, your company and products must be approved by APTA. In addition to this application, all new exhibitors must include a 50 word description of the products, equipment or services to be exhibited. While your exhibit space is pending approval, we recommend that you do not make any arrangements for participation until you receive an acceptance notice. Payments submitted with your application will not be deposited until your company has been approved.

2 BOOTH INFORMATION

Preferred location:  □ Corner  □ In-line  Total # of booths: _________________
Preferred booth #: 1. __________  2. __________  3. __________  4. __________

Please place us near/away from the following companies: (near / away):

If you have exhibited previously under another name, please provide name:

_______________________________________________________________________

Please provide the name of your insurance company: ____________________________

FDA

Product(s) to be displayed: Exempt Cleared

Applications without products listed will not be processed

Please follow instructions below for application and payment:

Sending check? - Mail check payable to APTA and include completed application to:
Exhibits APTA, A. Fassano & Company, 461 Route 168, Unit A, Turnersville, NJ 08012.

Paying by credit card?
Email: NSCprocessing@AFassanoCo.com
Use this secure encryption-forcing line:

[Confidential] APTA Exhibit Application Questions?
Kimberly Deptula - Phone: 856/302-0887

3 APPLICATION REQUIREMENTS AND PAYMENT INFORMATION

Applications received by July 19 must include full payment and will be assigned in priority placement order. Applications with missing information/payment will not be processed. Applications received after July 19 must include full payment and will be assigned in order received. Applications with credit card information are received and processed utilizing PCI Compliant Encryption Standards.

□ CHECK $ ________________ (payable to APTA)
□ CREDIT CARD:
  □ Visa  □ MasterCard  □ American Express  □ Discover

NAME ON CARD ____________________________________________________________
CARD NUMBER __________________________________________________________________
EXPIRATION DATE __________________________ SECURITY CODE ____________
BILLING ADDRESS _________________________________________________________
CITY ____________________________________________ STATE ______________ ZIP __________
CARDHOLDER SIGNATURE ________________________________________________

AMOUNT TO BE CHARGED $ __________________________

("Subject to change based on booth space availability and assignment"

Booth Fee includes: one 6 ft table, two side chairs, 10x10 carpeting, wastebasket and id sign. Please refer to Rules and Regs below for details.

BEFORE priority point deadline of July 19, 2019 AFTER priority point deadline of July 19, 2019

In-line 10’ x 10’  $1,100  $1,250
Corner 10’ x 10’  $1,200  $1,350

□ I am interested in learning about marketing, promotional, branding and sponsorship opportunities available at NSC 2019.

Cancellation Policy: All cancellations must be submitted in writing to Julie Hilgenberg (juliehilgenberg@apta.org) and confirmed in writing. July 19 is the last date to cancel for a 50% refund of booth fee. Absolutely no refunds after July 19, 2019. Please refer to the NSC Rules and Regulations found below.

Follow us: @APTAexpo

American Physical Therapy Association.
RULES AND REGULATIONS FOR EXHIBITING

EXHIBITOR BADGES

Appropriate badges are required to enter the exhibition hall for installation, opening, closing, and returning the conference exhibitor survey. The badge must be prominently displayed on a lanyard or handheld badge holder. Expiration date: November 2, 2019 at 12:30 pm. NOTE: For safety reasons, individuals under 18 years of age must be accompanied by an adult 18 years or older who is a registered exhibitor attendee.

Booth Success Strategies

The exhibitors are encouraged to ensure itself against property loss and damage and against liability for personal injury. Provide the name of the company, the name of the company's insurance, the name of the company's insurance agent, the name of the company's insurance company, and the name of the company's insurance company's mailing address.

RESERVATIONS AND PAYMENTS

Payment of Booth Fees

Booths reserved by the exhibitor at the price of $200 per day and is good for attendance to the exhibit hall only.

Exhibit Booth Applications

11x10 booth space is a 10 x 20 space, having 3 aisles opened toward the cross aisle and end of each aisle.10 x 10 booth space is 10 x 10 booth space. Certain booths are located on the perimeter of the building and have more visibility to the public. All displays must be flame retardant to the satisfaction of the local fire authorities. All decorations must be of fire retardant material. The maximum height for booth displays is 10 feet. Hanging signs are not permitted over 6 feet. Hanging signs must be of fire retardant material. All displays, signs, and decorations must be readily available at all times. Fire exits must be kept free and clear of any signs or decoration.

Exhibit Stands

Unofficial Service Contractors

There is a 16 ft booth display height restriction with a 2 ft. easement between booths. The height of any booth display must not be more than 2 ft. high. Some booths are located on the perimeter of the building and have more visibility to the public. All displays must be flame retardant to the satisfaction of the local fire authorities. All decorations must be of fire retardant material. The maximum height for booth displays is 10 feet. Hanging signs are not permitted over 6 feet. 

Exhibit Booths

In the booth areas, the use of company phones, pagers, mobile phones, and other electronic devices is not permitted.

CANCELLATION OF EXHIBITION

Cancellation of Booth Fee

All exhibits, booth space not occupied by the exhibiting company by November 2, 2019 at 12:30 pm. After November 2, 2019, the exhibitor will be charged a minimum of $500.00 per day.

Banned Products

Banned Products

Booth Stands

Booths are not allowed to be placed on a booth display height restriction with a 2 ft. easement between booths. The height of any booth display must not be more than 2 ft. high. Some booths are located on the perimeter of the building and have more visibility to the public. All displays must be flame retardant to the satisfaction of the local fire authorities. All decorations must be of fire retardant material. The maximum height for booth displays is 10 feet. Hanging signs are not permitted over 6 feet. 

Booth Stands

Booths that wish to use a photographer other than the designated official photographer must request permission from APTA. Requests must be submitted in writing no later than the third day of the show. The photographer must provide a copy of their insurance to APTA. APTA will review the request and make a decision on whether to grant permission. 

Booths

Booths cannot be relocated without written permission from APTA. All exhibitors must be present at their designated booth location at all times during the show. Booths must be staffed during regular show hours and must remain staffed for at least half of the time that the show is open.

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