

National Student Conclave

American Physical Therapy Association

Nov. 5-7, 2020 Austin, Texas



EXHIBITOR APPLICATION

pplications will be accepted diffile	Cotober 10 (drifted		arrier <i>)</i>	ĽΧļ	position dates: Nove	ember 5-7, 20	
1 PLEASE PRINT OR TYPE IN	IFORMATION						
Company Name			Web Address	Web Address			
Twitter Handle Pri			Primary Contact	rimary Contact			
E-Mail l			Phone	Cell Phone _			
Address			City	State	Zip		
Signature			Date				
By signing this application, you are stating by signing this application, you are again the signing the products, equipment or services to you receive an acceptance notice. Pay	greeing that you have any and products mu o be exhibited. While	e read and will adher ast be approved by A your exhibit space is	re to the Rules and Regulations APTA. In addition to this applica s pending approval, we recomm	found below. ation, all new exhilend that you do no	bitors must include a 50 wo ot make any arrangements f	ord description of	
2 BOOTH INFORMATION						FDA	
Preferred location: ☐ Corner ☐ In-line	Total # of boot	:hs:	Product(s) to be	displayed:	Exempt	Cleared	
Preferred booth #:							
1 2	_ 3	_4		Applications without products listed will not be processed. Only those products listed above and previously approved are allowed to be displayed.			
Please place us near/away fro	om the following	companies:	nated above and	previously approve	tu are anowed to be displaye	.u.	
(near / away):			Please follow	instructions b	elow for application a	nd payment:	
If you have exhibited previously under another company name, please provide name:			include comple A. Fassano & (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.			
Please provide the name of you	our insurance cor	mpany:		e encryption-fo	: NSCprocessing@AF rcing line: [Confidential		
BOOTH FEE INCLUDES: one	BEFORE priority point	AFTER priority point	Questions? Kir	mberly Deptula	a - Phone: 856-302-08	87	
6 ft table, two side chairs, carpeting, wastebasket and			ADDI ICATIO	3 APPLICATION REQUIREMENTS AND PAYMENT INFORMATION			
id sign. Please refer to Rules and Regs below for details.	deadline of July 17, 2020	deadline of July 17, 2020					
In-line 8' x 10'	□ \$1,100	□ \$1,250			17 must include full pa ent order. Applications		
	□ \$1,100 □ \$1,200	□ \$1,250 □ \$1,350		information/payment will not be processed. Applications received after July 17 must include full payment and will be assigned in ord			
Corner 8' x 10'	□ \$1,200	□ \$1,330			payment and will be as edit card information a	•	
□I am interested in learni					liant Encryption Standa		
branding and sponsorsh NSC 2020.	nip opportunities	s available at	☐ CHECK \$	(r	payable to APTA)		
N3C 2020.			☐ CREDIT CAI				
0 11 2 15 15 411	mas .		□ Visa □	MasterCard	☐ American Express	☐ Discover	
Cancellation Policy: All cancellations must be submitted in writing to Julie Hilgenberg (juliehilgenberg@apta.org) and confirmed in writing. July 17 is the last date to cancel for a 50% refund of booth fee. Absolutely no refunds after July 17, 2020. Please refer to the NSC Rules and Regulations found below.			Name on card_				
			Card Number _				
			Expiration date	Expiration date Security code			
			Billing address				
			City		State	7in	

Cardholder Signature_ Amount to be charged* \$___

(*Subject to change based on booth space availability and assignment)



RULES AND REGULATIONS FOR EXHIBITING

Policies stated below constitute a bona fide part of the contract for exhibit space

Nov. 5-7, 2020 Austin, Texas

The exhibits are intended for educational and informational purposes to improve physical therapy education, practice, and research. They should complement the meeting and sessions by enabling registrants to see, hear, examine, question, and evaluate the latest developments in equipment, supplies, and services relevant to physical therapy. All material/equipment should be timely and relevant to physical therapy and should contain no inaccurate or misleading information.

and should contain no inaccurate or misleading information. An exhibitor is defined as any one of the following categories: Companies that share officers, executive boards, staff, sales personnel, support groups, ownership in whole or in part of: (A) profit and nonprofit corporations, organizations, associations, or businesses, including acquisitions or mergers thereof; (B) solely owned subsidiaries of "A", (C) a division of the above categories "A" or "B", (D) a military organization; and (F) a convernment access: (E) a government agency.

(b) a government agency.

The policies stated in the Rules and Regulations constitute a bona fide part of the contract for exhibit space. The American Physical Therapy Association (APTA) and the APTA Exposition Services team reserve the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. APTA may restrict exhibits that detract from the general character of the exposition. This reservation includes persons, objects, conduct, printed material, anything of a character that may be objectionable to the exhibits as a whole. Exhibits must be presented in a manner that is consistent with APTAS Code of Personal Conduct. All matters and questions not covered in these policies are subject to the final judgment and decision of the association and the APTA Exposition Services team. APTA Exposition Services team includes, but is not limited to, APTA, A. Fassano and Co, Freeman, and MCI. Freeman, and MCI.

Under-Age Individuals

Under-Age Individuals
For safety reasons, individuals under 18 years old are not permitted in the exhibit hall AT ANY TIME. NO EXCEPTIONS. If anyone affiliated with your company does not follow this rule, they will be escorted from the exhibit hall and a loss of priority points will occur. If you or someone affiliated with your company are asked to leave the exhibit hall and refuse to do so, a loss of priority points may occur.

Exhibitor Service Kit
Complete instructions, schedules, and prices regarding shipping,
drayage, labor, electrical use, custom furniture and carpets, AV
equipment, etc., will be included in the Exhibitor Service Kit. Exhibiting
companies will receive the kit from the official service contractor
(Freeman), after booth assignments are made.

Eligibility to Exhibit APTA and the APTA Exposition Services team determine the eligibility of API A and the API A Exposition Services team determine the eligibility of any company or product to be exhibited, either before or after the proper execution of the contract. First-time exhibitors must submit product literature. First-time publishers must submit copies of publications with the application/contract. First time exhibitors must submit product literature and list all products to be exhibited on the exhibitor application/ contract.

Cancellation Policy
July 17, 2020 is the last date to cancel with exhibitor responsible for 50% of booth fee. Absolutely no refunds after July 17, 2020 for any reason APTA reserves the right to cancel any exhibiting contract at any time.

Cancellation of Exposition
It is mutually agreed that in the event of the cancellation of NSC 2020
due to circumstances beyond APTA's control, including, but not limited
to, fire, strikes, government regulations, or causes that would prevent its
scheduled opening or continuance, then and there upon this agreement
will be terminated, and APTA, at its sole and exclusive discretion, shall
determine an equitable basis for the refund of such portion of the
exhibit fees as is possible after due consideration of expenditures and
commitments already marke commitments already made

FDA Market Clearance

FDA Market Clearance
No product apparatus, instrument, device, or drug that is the subject
of litigation pending before the US Food & Drug Administration (FDA)
may be exhibited. All exhibitors for which FDA market clearance applies
shall have documentation from the FDA on all products being displayed
variable at the booth. The documentation should state the model and
regulatory class of those products that have been determined to be
medical devices, as defined by the Federal Food Drug, and Cosmetic Act,
Section 201(h). All devices that have not obtained FDA market clearance
and are intended for use on humans or that are not commercially
available in the US will be permitted for exhibit only when accompanied
by the appropriate signs that indicate their status. The following are
signs that should be displayed: (1) "This device is not for distribution in
the United States"; (2) "Device is limited by federal law for investigational
use"; (3) "Cleared for marketing when intended for only"; (4) "Pending
FDA market clearance." The signs must be easily visible and placed on
or near the device itself and on any graphics depicting the device. All
products to be exhibited at all AFTA conferences must be identified on
the application/contract and must include FDA market clearance status.
Applications received without insurance information, an authorized The application voluntarial missing instruction of making an authorized signature, FDA information, and/or the required deposit will not be accepted or processed until the conditions of acceptance are met. APTA reserves the right to reject any application.

NOTE: Prior to receiving the FDA market clearance of a 510(k) for a device, a manufacturer is limited in what promotional activities may be undertaken with regard to the device. Prior to the clearance of a 510(k), a manufacturer may advertise or display the device, but the device, not the device nay not be sold, given away, held, or offered for sale, nor may orders nay not be sold, given away, held, or offered for sale, nor may orders the FDA acts on the \$10(4), unless the device is limited to research or investigational use. The failure to file a \$10(4) is a misbranding violation \$21.USC \$35(0). Please contact the FDA offer of Compliance regarding your responsibilities under the FEA offer of Compliance regarding your responsibilities under the FEA offer of Compliance and Sulfay \$4000 for \$1000 for \$10000 f

Notice of Disability Act In compliance with the Americans with Disabilities Act of 1990, APTA will make all reasonable efforts to accommodate people with disabilities. Please email exhibits@apta.org with your request

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Referral-for-Proft Guideline
APTA is opposed, as a matter of health care policy, to arrangements
under which sources of referral (including physicians) stand to profit
from referring patients for physical therapy. The policy adopted by the
APTA House of Delegates, states: "The American Physical Therapy
Association opposes participation in services that is in any way linked
to the financial gain of the referral source." Secause of this policy, APTA
does not accept exhibit or sponsorship applications from companies
whereas any physician has a financial interest in the practice and refers
patients to an employed physical therapist or to a physical therapist who
supervises an employed physical therapist assistant. Please contact
APTA should you have additional questions.

RESERVATIONS AND PAYMENTS

Payment of Previous Debts
All debts owed by the potential exhibitor to APTA must be paid in full prior to contracting for booth space with APTA APTA reserves right to apply any booth payments to outstanding invoices first. Booth space will not be assigned to a company that has any monies due to APTA.

Booth Reservations

BOOIN RESERVATIONS
The application/contract for exhibit space shall be completed and submitted by one of the following methods: (1) By mail with the check made payable in US dollars drawn by a US bank to the American Physical Therapy Association or (2) by credit card.

Insurance
Each exhibiting company is required to insure itself against property loss or damage and against liability for personal injury. Provide the name of the insurance company covering your company for this exposition on the application/contract. All non-official contractors must provide a Certificate of Insurance to APTA Exposition Services team in the amount of \$2 million dollars naming the American Physical Therapy Association as the additional insured.

BOOTH INFORMATION

BOOTH INFORMATION

Standard Booth Equipment
Booth package includes one 6 ft table, two side chairs, carpeting, wastebasket and ID sign. Any other items are additional and must be ordered through Freeman, the show decorator. See Exhibitor Services Kit link in your booth confirmation ennall for ordering information and pricing Booths must be constructed and arranged to accommodate the viewing audience inside each booth so as to discourage the formation of a standing crowd in the aisless All construction must be substantial and fixed in position for the duration of the show. Any construction in excess of 3 ft in height must be kept within 5 ft of the rear of the booth. No exhibits that violate local state, or federal laws or regulations, including aflety codes, will be permitted. Combustible decovations of any kind are prohibited. Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance.

Entering Another Exhibitor's Booth
Exhibiting company personnel should not enter another company's booth space without invitation, nor should personnel block access to booth space vanother booth

booths in the center of the exhibit hall may not exceed 8 in-line/corner bootins in the center of the exhibit hall may not exceed 8 ft. in height. In-line/corner booths along the walls or outside borders of the exhibit area may not exceed more than 12 ft. Hanging signs are not permitted over linear booths.

Endcap Booths

Endcap Booths
An 'endcap' is defined as a 8' x 20' space having 3 aisles faced toward the cross aisle at end of a row of traditional 8' x 10' linear booths. Certain restrictions apply to an endcap display. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit. The back wall is limited to 10-ft. wide, 8ft. high, centered across the 20-ft. back-wall area. All display fixtures over 56 inches high must be confined to those areas of the booth that are at least 5 ft. from the asile line to avoid blocking the sightline from the aisle to the adjoining booth. Exhibitors adjoining to an endcap exhibitor are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth. Hanging signs are not permitted over end cap booths.

Signage for in-line booths must face the aisle that the front of the booth faces. Double-sided signs that interfere with neighboring booths are not allowed. Hanging signs are permitted for island booths only.

anower, ranging signs are permitted for island booths only. Miscellaneous.

All packing containers, excelsior, and wrapping paper must be removed from the floor and may not be stored under any tables or behind displays. All decorations must be flame retardant to the satisfaction of the local fire department. Fire-extinguishing equipment shall not be obstructed by exhibits and must be readily available at all times. Fire exits must be kept clear at all times. Approval must be obtained from the local fire department for the use, operation, or presence of any electrical, mechanical or chemical device that, in the opinion of the local fire department or the official service contractor, might be hazardous to the public space.

PRIORITY POINT INFORMATION

Booth Assignments
Booth Assignments for all exhibitors whose applications are received on or before the priority point deadline will be made based on the following criteria: (1) priority points accrued by the exhibiting company, (2) the amount of booth space requested by the exhibiting company, and (3) the date the application is received at APTA. Applications received after the Priority Deadline will be assigned on a first-come, first served, space-available basis. NOTE: A company that has not settled all previous debts with APTA will not be assigned booth space.

When making your booth selections, remember that only a limited number of exhibitors will be able to obtain assignments in the prime areas. Therefore, you are encouraged to indicate other areas of the hall that you prefer if your first options are not available.

Point System Accrual

Point system Accider
Space assignments are based on the previous 5 years accrued.
Exhibitors will be granted 1 point per each 8x10 booth space, 1 point for booking and utilizing a room within APTA's room block, and 1 point tof booking and utilizing a host which we have seen that book and in your for completing and returning the conference exhibitor survey. NOTE The point accrual system for Combined Sections Meeting (CSM), NEXT Conference (NEXT) and National Student Conclave (NEXT) are separate and distinct. Exhibiting companies may contact deborah_howley@ AFassanoCo.com to receive their total points accrued.

Dements are applied as follows: loss of 4 points for major rule infraction (badge violation, outside booth solicitation, subletting of space, violation of the Rules and Regulations, and violation of FDA regulations, violation of photography rules); loss of 2 points for minor rule infraction (set-up violation, booth occupancy, excessive sound levels, and odor annovances).

The first infraction will result in a verbal warning, and the exhibitor will The first firraction will result in a verbal warning, and the exhibitor who be asked to sign off acknowledging the warning. If refused, a member of the APTA Exposition Services team will sign of that the warning was issued. A second infraction will result in a loss of points. A third infraction will result in immediate suspension from the show and an automatic 1-year suspension.

The it becomes necessary to relocate an exhibitor for any reason, the APTA Exposition Services team will contact the exhibitor by phone to discuss alternatives.

EXHIBITOR BADGES

Badges
Appropriate badges are required to enter the exhibit hall at all times. Confirmed exhibitors must pick up their badges at exhibitor registration using a valid photo ID. Installation and dismantling companies must obtain "Installation/Dismantle Only" badges for all of their personnel at exhibitor registration. All exhibiting companies should register their personnel in advance. An onsite company contact, the Exhibitor Laison, must be designated in advance. Companies must accurately register their representatives as either Exhibitor badges reprovided for each 8' x 10' booth. Requests for badges beyond the allocated limit will cost \$50 USD each. Payment must accompany the request.

Changes to the list of booth personnel must be made onsite by the changes to the list on booth personnel miss be imade disaled by designated company contact, the Exhibitor Liaison. If a company representative with business card and valid photo ID wishes to register, he/she may do so without going through the Exhibitor Liaison provided that the allocated limit has not been reached. NOTE Dealers not affiliated with any exhibiting company but who wish to attend the exhibit must register onsite. The cost is \$100 USD per day and is good for admittance to the exhibit hall only

Appropriate Badging
Exhibitor badges will reflect the name of the company shown on the
Exhibitor Application/Contract. Each company representative must wear
his or her own badge for admission to and while in the exhibit hall. Badges inso in el ovinbadget di admissioli total vimiler illure/amortiani. Badges are not transferable among company employees, representatives, dealers, guests, and/or others. Supplementing the official badge with business cards, ribbons, or company logos is not permitted. Exhibitor badges do not guarante admittance to educational programming sessions. Exhibitor badges do not qualify attendees for CEUs.

Equipment Passes
An exhibitor may remove material from the exhibit hall after setup begins and throughout the show only if he/she has an exhibit hall equipment pass obtained from exhibitor registration.

Security Information

Security Information
APTA will provide perimeter security during installation, exhibit, and
dismantle hours. Each exhibitor must make provisions for safeguarding
goods, materials, equipment, and displays at all times. APTA shall not be
held responsible for the loss of or damage to any material for any cause
and encourages the exhibitor to exercise normal precautions to prevent loss or damage as a result of theft or other caus

Liability
APTA, the APTA Exposition Services team, Renaissance Hotel Austin, APTA, the APTA Exposition Services team, Renaissance Hotel Austin, Freeman, and the employees and representatives thereof shall not be held responsible for injury, loss, or damage that may occur to the exhibitor or his/her property from any cause whatsoever. APTA, APTA employees, and APTA representatives shall not be held responsible for any injury, loss, or damage caused by the exhibitor or his/her employees or representatives. The exhibitor agrees to indemnify those listed above against any claims for such loss, damage, or injury. Upon signing the application/contract, the exhibitor expressly releases the foregoing institutions and individuals from any and all claims for loss, damage, or injury. This also includes the period of storage prior to and following NSC 2020.

Breaches of Contract

Breaches of Contract

Breaches of Infractions of an exhibitor's contractual obligations could affect the status of the company's future eligibility to exhibit and/or result in the termination of the exhibitor's display privilege at APTA expositions. Termination may become effective during the exposition, at which time the exhibitor may that remove his or her exhibit as soon as possible without disruption of the exposition. Expulsion of, or restrictions placed on, an exhibitor may not give rise to a claim for any refund of rental or other exposition expenses.

exposition experience.

Disruptive Exhibits

Public address, sound producing, or amplifying devices must be tuned to conversational level and will be monitored by the APTA Exposition Services team. The operation of any equipment or apparatus that produces odors annoying to neighboring exhibitors or guests will not

Forms of Entertainment or Amusement
Attention-getting devices in the form of entertainment or amusement
must be approved by the APTA Exposition Services team prior to the
opening of the exposition. Only activities that, at the discretion of the
APTA Exposition Services team, are in keeping with the professional
environment of the exposition will be allowed.

Inspection of Booths

inspection or source.

The APTA Exposition Services team will inspect each booth prior to the opening of the exposition to ensure that the exhibitor has adhered to the rules and regulations set forth in this document. The APTA Exposition Services team will inform the exhibitor of any infractions, and all corrections must be made before the exposition opens.

Photography
The use of any camera equipment in the exhibit hall other than APTAs official conference photographer and APTAs Web & New Media staff without permission is strictly prohibited. This includes, but is not limited to, any photographic device or equipment, such as a camera, video recorder, camera phones, and/or recording devices, digital, or otherwise. Contact the APTA Exposition Services team with further questions.

Photography/Videotaping and Camera Crews
Photography request forms are found in the Exhibitor Services kit. It is imperative that each company notify its participating personnel of these rules. Photographing, including using camera enabled cell phones, videotaping or otherwise examining another exhibitor's equipment or display without permission is forbidden. Live public/media bir oxadcasts by exhibitors are strictly prohibited. Violation of these rules will result in the exervision of the offending and shee of the expulsion of the offending exhibitor from the exhibit hall and a loss of priority points by the exhibiting company.

Exhibitors that wish to use a photographer other than the designated official show photographer and/or mobile camera crews must comply with the following procedures:

with the following procedures:

Exhibitors may request premission from APTA Exposition Services team to use a non-official photographer to photograph their booth for internal marketing purposes only. Requests must be submitted in writing no later than thirty (30) days prior to the opening of the exhibit half. Exhibitors may request permission from APTA Exposition Services team to use a non-official mobile camera creve to videotape their own booth for internal company purposes only. Requests must be submitted in writing no later than thirty (30) days prior to the opening of the exhibit half. Non-official photographers and/or mobile camera crevs must be escorted to and form exhibitors booths by APTA Exposition Services team. All forms are in the official exhibitor service kit.

NOTE: APTA Exposition Services team does not require schedules or

NOTE: APTA Exposition Services team does not require schedules or request approval for personnel to enter the hall for the installation and dismantle of stationary cameras and video equipment which will be used by exhibitors for approved booth presentations or activities as long as these are not used for live public/media broadcasts.

Product Demonstrations
Exhibitors are permitted to demonstrate their equipment and to make informational presentations regarding their products or services in their booths. No exhibitor or agent of an exhibitor shall perform any activity that is, or appears to be, medical or health care evaluation or treatment of any individual.

Sales

Sales
The purpose of APTA's exhibit program is to further the education of
the attendees by providing information, services, products, and industry
trends which are pertinent to the physical therapist's professional
interest. Consistent with this purpose, exhibitors may make sales of and
take orders for exhibited products/services. Exhibitors may not sell or take orders for exhibited products/services. Exhibitors may not self ortake orders for any other products/services. An to time may the exhibit or product display be altered to fulfill a transaction. Exhibitors may not self items to be carried from the exhibit hall unless they are small enough to be easily hand-carried. No signage or advertising of product pricing will be allowed. It is the responsibility of each exhibiting company to submit sales tax to the Comptroller of Texas.

Soliciting
All business activities, circulars, and advertising materials of the exhibitor may be conducted and/or distributed only within the booth(s) assigned to the exhibitor. No material may be placed on seats or attached to walls, cellings, or woodwork in the exhibit hall or left in public spaces. for distribution. Publishing companies shall not solicit other exhibitors to advertise in their publications.

Smoking is not allowed in the facility.

Subletting of Space

sunetting of Space
Exhibitors may not assign, sublet, or apportion the whole or any part of
the space allocated without the prior knowledge and written consent
of APTA Exhibitors may not display or advertise products of any kind
other than those manufactured or sold by them in the regular course of
their business without the prior written consent of the APTA Exposition
Services team.

I must be Uccupy Space.

Unless previous arrangements are made in writing with the APTA Exposition Services team, booth space not occupied by the exhibiting company by November 5 at 5pm may be forfeited without refund to the exhibitor. Space may be resold or used by the APTA Exposition Services Learn.

Code of Personal Conduct
This Code of Personal Conduct (Code) applies to all persons involved in activities related to the American Physical Therapy Association (APTA) when they are engaged in conduct involving APTA, including conduct:

- by and toward APTA leadership, employees, members, contractors exhibitors, vendors, volunteers, visitors, students, educators speakers, attendees, and any others involved in any APTA activities
- involving APTA conferences, exhibitions, meetings, courses, programs, offerings, employment, services, any other business functions, and any social or personal interactions related to these or other APTA activities.

This Code supplements and does not diminish any other codes, policies or agreements that apply to particular types of persons involved in APTA

activities.

This Code requires the highest standards of professional, respectful, ethical, inclusive, safe and lawful conduct. Individuals must adhere to this Code in connection with all activities related to APTA. Companies involved in APTA activities must assure that all individuals who work for them are made aware of and adhere to this Code in connection with APTA activities

- Discriminatory, harassing or offensive conduct related to race, color, gender, national origin, ethnicity, age, sexual orientation, gender identity or expression, pregnancy, religion, disability or other characteristics protected by law.
- Sexual harassment of a physical or verbal nature, including inappropriate touching, advances, attention, jokes or comments.
- . Threats or acts of violence, including verbal or physical assault
- · Disorderly conduct.
- Possessing, using or distributing illegal drugs, or impaired behavior as the result of drugs or alcohol.
- Possessing firearms, weapons or explosives on or about APTA premises or premises of APTA events (unless authorized security personnel).

 Fraud, dishonesty, forgery or theft of property.
- Violation of applicable federal, state or local law or policies of APTA or venues hosting APTA events.

or venues hosting APTA events.

Violations of the Code will result in sanctions. Sanctions may include a verbal or written warning, suspension or ejection from APTA activities, termination of the relationship with APTA or other action appropriate to the circumstances. Persons who observe or are aware of a violation or suspected violation or the Code should report the matter promptly to APTAS Senior Director of Human Resources, Chief Operating Officer or Chief Executive Officer, APTA prohibits retailation against an individual for making a report in good faith that this Code has been violated. Any questions concerning this Code should also be directed to one of the APTA officials identified above.

Booth Staffing
Exhibitors may enter the exhibit hall one hour prior to the opening each day and may remain until one hour after the hall closes each evening. All exhibits must be staffed during the hours in which the exhibit hall is open Any exhibiting company that does not staff is sooth or that begins packing its equipment and/or materials before the close of the show will be penalized and lose priority points gained at the current conference

INSTALLATION AND DISMANTLE OF EXHIBITS

Each booth must be ready by November 5 at 5 pm. All exhibits mus remain intact until the show closes on Saturday, November 7 at 1:30 NOTE: For safety reasons, individuals under 18 years old are NOT permitted in the exhibit hall at ANY TIME. NO EXCEPTIONS.

Freeman is the official service contractor for APTA.

Shipping Information
All shipments must be fully prepaid. Materials shipped in advance
of the exposition will be received at an appointed warehouse (up to
30 days in advance of the show), stored, and delivered to the booth
location. If you must send your shipment directly to the Renaissance location. If you must send your shipment directly to the Renaissance Hotel Austin, it must arrive at the show site on the scheduled move-in days in order for Freeman to receive it. If the shipment arrives at the convention center prior to the dates listed in the Exhibitor Service Kit, it will be refused, as there is no shipping and receiving department to hold materials. The advance and onsite shipping addresses will be provided in the Exhibitor Service Kit.

Material Handling
Exhibitors must make arrangements for delivery, removal, storage, and refurn of crates/boxes. Rates for material handling will be available in

Labor
Freeman will provide labor for setup and dismantling. We strongly
encourage you to order labor in advance on the appropriate form in the
Exhibitor Service Kit. NOTE. Labor rates are subject to change. Any full
time employee of an exhibiting company can erect his/her own exhibit
without the assistance of hired labor. Any labor services required beyond
what can or will be performed by the regular full-time employees of the
exhibiting company will be provided by Freeman and/or an exhibitor
appointed contractor. Exhibitors carrying in their equipment and displays
must use a freight gate. Neither Freeman nor the convention center
provide carts, dollies, or pallet jacks for exhibitor use. Loading and
unloading through the lobby is prohibited.

Unofficial Service Contractors
Exhibitors who plan to use an installation and dismantle contractor other than the 'official' contractor must complete the 'Exhibitor Authorization Form for Independent Contractors' found in the Exhibitor Service kit Exhibitors are responsible for distributing show information to their

independent contractors. In summary, the above are the Rules and Regulations for exhibiting with the American Physical Therapy Association. By signing the Exhibitor Application Contract, you have agreed to abide by these rules. Please contact APTA Exposition Services team if you have any questions.