

Exhibitor Registration Form



An Uplifting Experience...
Networking with SPH Experts Conference
Thursday, August 21, 2014
7:00 A.M. - 4:00 P.M.
Drury Lane, 100 Drury Lane
Oakbrook Terrace, IL 60181

PLEASE PRINT:

Company Name & Web Site _____

Contact Person _____ Title _____

Contact Person/Exhibitor _____ Title _____
Please list name as it will appear on badge

Contact Person/Exhibitor _____ Title _____
Please list name as it will appear on badge

Address _____

Email _____ Phone () _____

Company Products/Services _____

Special Instructions/Needs _____

ELECTRIC & INTERNET CONNECTION are available for an additional fee. For your needs, please complete below:

- Yes, we need 110 volt single outlet \$120.00
- Yes we need 220 volt single outlet \$220.00
- Yes, we need an extension cord (included in ASPHP space fee)
- Yes, we need power strip (included in ASPHP space fee)
- Yes, we need Wi-Fi (\$25 additional fee)

Exhibitor Opportunities

Exclusive time has been planned so that registrants may have sufficient opportunity to see company products and interact with company representatives.

Exhibitor Registration Fee: \$750.00

ASPHP Sponsors: \$550.00

Exhibitor Educational Opportunity: Additional \$100.00

ASPHP Sponsors: Additional \$100.00

Includes:

- 10 x 10 space with 6' draped table and 1 chair
- 2 lunches per exhibitor
- Recognition of participation during welcome address

Set Up Time: Wednesday, August 20th from 1-4:30 PM and Thursday, August 21st at 6 A.M. All booths must be setup and ready to go by 7 A.M.

Exhibit Time: 7:00 A.M. - 7:30 A.M. during registration
11:30 - 12:30 P.M. - Lunch
During additional breaks

Exhibitor space is limited and assigned on a first-come, first-served basis! Reserve your space now!

General Registration Policies

1. **MANAGEMENT** - All arrangements for Exhibits are to be made with Staff at ASPHP.
2. **EXHIBIT SPACE** -Includes 6' draped table with two chairs. Electric will be provided for an additional fee (see previous page).
3. **SHIPPING** - The hotel cannot store materials and will NOT accept anything that is sent more than 3 days prior to the event. Shipping is at your cost and responsibility. All equipment smaller than 3' wide and 5' tall is to be brought in through the west entrance - Equipment is NOT to be brought through the front doors - NO EXCEPTIONS.

NOTE: ALL EQUIPMENT OVER 5' TALL AND/OR 3' WIDE **MUST** BE SET UP THE DAY BEFORE THE EVENT. PLEASE CONTACT ccruz@asphp.org TO MAKE THESE ARRANGEMENTS

4. **ASSIGNMENT OF SPACE** - Priority is based on when the application is received. Refunds are not available. Payment must accompany the Exhibit Form.
5. **EXHIBIT** - Management reserves the right to limit products/services displayed. ASPHP reserves the right to remove any Exhibit which may detract from the general character of the Event.
6. **LIABILITY** - It is agreed that any damage to walls, furniture, rugs or other Drury Lane, property shall be chargeable to the Exhibitor liable for such damage. It is further agreed that the Exhibitor shall indemnify and exempt the Association of Safe Patient Handling Professionals and Drury Lane from all liability, which may ensue from any cause whatsoever. The ASPHP and the Exhibit Management shall not be held responsible for the safety of Exhibits against fire, theft, or property damage or for accidents to Exhibitors or their employees. Exhibitors should place their own insurance to cover all contingencies.
8. **EXHIBIT HOURS** - Exclusive time has been planned so that registrants may have sufficient opportunity to see company products and interact with company representatives.
9. **EXHIBITOR EDUCATIONAL OPPORTUNITY:** The first six (6) vendors who register and remit payment will receive the opportunity to participate. These vendors will receive a selection of scenarios and they will be asked to rank their top three (3) choices. The committee will then determine which they will be asked to demonstrate. A **MANDATORY** conference call including all participants will be held prior to the event to discuss logistics.
10. **CANCELLATION POLICY** - There is no refund for cancellations.

Please return the completed registration form along with the payment for your exhibit space to:

Association of Safe Patient Handling Professionals
#317 3140 W. Tilghman Street
Allentown, PA 18104
www.asphp.org
610-248-9911

By submitting the registration form and payment, Exhibitor agrees to comply with all Registration Policies.