

# Exhibitor Registration Form

The Association of



An Uplifting Experience...  
Networking with SPH Experts Conference  
Monday, June 3, 2013  
7:00 A.M. - 5:00 P.M.  
The Waterfall Banquet and Conference Center  
Claymont (Wilmington), DE

PLEASE PRINT:

Company Name & Web Site \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Exhibitor \_\_\_\_\_ Title \_\_\_\_\_  
Please list name as it will appear on badge

Exhibitor \_\_\_\_\_ Title \_\_\_\_\_  
Please list name as it will appear on badge

Company Products/Services \_\_\_\_\_

Special Instructions/Needs \_\_\_\_\_

**ELECTRIC & INTERNET CONNECTION:** - Electricity is available. Please bring your own power strips and cords. Courtesy Wi-Fi is available throughout the Conference Center.

## Exhibitor Opportunities

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

Registration by May 20<sup>th</sup>: \$750

Registration after May 20<sup>th</sup>: \$800

Registration/Corporate Sponsors: \$500

Exhibitors supporting the ASPHP by giving \$2,000 to provide food and services for this event will receive a booth in a prime location at no charge plus additional recognition at the event.

**Booth Fee Includes:**

- 10 x 10 space with 6' draped table and 2 chairs
- Admission into Educational portion of the event for two (2)\*\*
- 2 lunches
- Recognition of participation

Set Up Time: 6:00 - 8:30 P.M. on June 2<sup>nd</sup> or 6:00 A.M. on June 3<sup>rd</sup>. All booths must be setup and ready to go by 7 A.M. for the continental breakfast.

Exhibit Time: 7:00 A.M. - 7:45 A.M. during registration  
During all scheduled AM and PM breaks

\*\*Note: Fee includes attendance for two (2). Additional exhibitors are required to pay regular registration fees

# 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 and entrance to educational portion of event for 2. Electricity included - Exhibitor to bring their own power strips and cords. **Exhibitor space is limited and assigned on a first-come, first-served basis - Reserve your space now!**
3. **UNLOADING:** Use **double doors at front entrance - There is NO loading dock.**  
**SHIPPING** -The conference center is equipped to accept **boxes no larger than 20 x 20** as they do not have a large storage area - no large equipment may be shipped to the center.  
  
Waterfall Banquet & Conference Center  
ATTN: ASPHP June 3 Event  
3416 Philadelphia Pike  
Claymont, DE 19703  
  
All shipping activities and arrangements are your responsibility and at your cost.
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.
6. **LIABILITY** -It is agreed that any damage to walls, furniture, rugs or other Waterfall Banquet and Conference Center 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 Waterfall Banquet and Conference Center from all liability, which may ensue from any cause whatsoever. The ASPHP 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.
7. **ASSOCIATION OF SAFE PATIENT HANDLING PROFESSIONALS** - ASPHP reserves the right to remove any Exhibit which may detract from the general character of the Event.
8. **EXHIBIT HOURS** - Exclusive time has been planned so that registrants may have sufficient opportunity to see company products and interact with company representatives. Because of the sufficient time planned for interaction, **exhibitors are encouraged to attend the educational program and earn contact hours - your registration fee covers attendance for two.**
9. **LODGING ACCOMODATIONS:** Use this link to book your rooms at the special event rate of \$105 per night: Crowne Plaza Wilmington North, 302-791-4604 [Hotel Registration](#)
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](http://www.asphp.org)  
610-248-9911

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