

The Premiere Event for
SPH Professionals

2023 ASPHP National SPHM Education Event

March 20-23

Glendale, AZ

Impacting the

*in your SPHM
Program*

Mindfulness
Mobility
Morale
Measurements



Join Us

EXHIBIT PROSPECTUS





Partner with ASPHP

Engage with prospective customers by partnering with ASPHP in this state-of-the-art event and ensure your products and services will be noticed by our involved audience of safe patient handling professionals. In addition to sound and practical presentations, attendees will participate in up to five hours of structured, case-based, hands-on connectivity with you and your equipment in the Exhibit Hall! We offer a variety of sales packages designed to suit your specific needs. ASPHP can help you achieve your goals with packages to fit any budget.



EXHIBIT HALL HOURS - *Tentative schedule of events*

Monday, March 20, 2023

Exhibit Set-up – 8:00 am to 5:00 pm

Opening Reception – 6:00 pm to 8:00 pm

Tuesday, March 21, 2023

Breaks, Lunch, and Hands-On Session – 10:00 am to 6:00 pm

Wednesday, March 22, 2023

Breaks, Lunch, and Hands-On Session – 10:00 am to 5:00 pm

Exhibit Dismantle – 6:00 pm to 8:00 pm

Thursday, March 23, 2023

Exhibit Dismantle – 7:00 am to 10:00 am



Exhibit Booth Space

Exhibit Booth Space in Exhibit Hall –

Early Bird (before Aug 31, 2022) \$4,200

Sep 1, 2022- Dec 31, 2022 \$5,200

Jan 1 – Feb 28, 2023 \$6,000

Mar 1 – Mar 10, 2023 \$6,800

No Onsite Registration will be accepted.

To increase participant traffic, the Grand Opening Reception, lunches, and breaks will be held in the Exhibit Hall.

- One 10' by 10' booth space with one table and two chairs.
- Three company representative badges per booth space purchased with meal functions and Grand Opening Reception within the Exhibit Hall during exhibit hours.
- Additional badges can be purchased. Maximum three additional badges for each booth purchased.
- Recognition on event website and other marketing materials.
- Company profile in Event Booklet.
- Up to five hours of structured, case-based, hands-on connectivity in Exhibit Hall coordinated with assigned clinical liaison.
- Exhibitors are responsible for the cost of shipping, electrical, and internet service, etc.

Additional Exhibitor Representative Badge

Exhibiting companies can pay for a maximum of three additional representative badges over the complimentary allotment per 10' x 10' booth.

Fee:

\$350 Before Feb 25, 2023

\$390 After Feb 25, 2023

Assignment of Exhibit Space

Sponsorship opportunities and exhibit booths are available on a first-come, first-served basis due to a limited number of slots.

ASPHP reserves the right, at its sole discretion and exclusive right to assign exhibit space, to allocate space on any other basis it deems appropriate for the event.

ASPHP also reserves the right, at its sole discretion, to reconfigure the Exhibit Hall floor plan and reassign any exhibiting company at any time. Once the exhibit space sells out, any additional submitted registrations will be placed on a waiting list in the order in which they are received.





Sponsorship and Promotional Opportunities

Share your company's message, improve brand visibility, and increase booth traffic by taking advantage of these many promotional opportunities - available exclusively to exhibiting companies.

Grand Opening Reception Sponsor (Limit 2 AVAILABLE) - Early Bird (before Aug 31, 2022) \$8,500; After Aug 31, 2022, \$9,500

- Verbal recognition at the event opening session.
- Opportunity for company representative to speak about your organization for two to three minutes at the Grand Opening Reception.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- Company profile in Event Booklet.
- One complimentary full-page color ad in Event Booklet. Can upgrade to inside front cover, inside back cover, or back cover ad for additional \$500 if available.
- One complimentary exhibit booth in prime location in vendor exhibition area, included meal functions, and Grand Opening Reception within the Exhibit Hall for three representatives.
- Recognition signage at the Grand Opening Reception.
- Free-standing banner at registration area highlighting company name and logo (vendor to supply).
- Two complimentary main event registrations with education credits.
- One complimentary E-Blast Email Service to ASPHP Contacts.
- Marketing material in attendee bags (vendor to supply).
- Complimentary pre and post attendee mailing list.

Keynote Speaker Sponsor (3 AVAILABLE - Limit 2 to each Keynote session) - Early Bird \$8,500; After Aug 31, 2022, \$9,500

Keynote speakers are an important component to every successful conference. This sponsorship opportunity allows you to introduce your company in front of the audience.

- Verbal recognition at the event opening session.
- Opportunity for company representative to speak about your organization for two to three minutes at the Keynote session.
- Recognition signage at the Keynote session.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- Company profile in Event Booklet.
- One complimentary full-page color ad in Event Booklet. Can upgrade to inside front cover, inside back cover, or back cover ad for additional \$500 if available.
- One complimentary exhibit booth in prime location in vendor exhibition area, included meal functions, and Grand Opening Reception within the Exhibit Hall for three representatives.
- Free-standing banner at registration area highlighting company name and logo (vendor to supply).
- Two complimentary main event registrations with education credits.
- One complimentary E-Blast Email Service to ASPHP Contacts.
- Marketing materials in attendee bags (vendor to supply).
- Complimentary pre and post attendee mailing list.

General Session Speaker Sponsor (2 AVAILABLE for each session) - Early Bird \$6,000; After Aug 31, 2022 \$7,000

This sponsorship opportunity allows you to introduce your company in front of the audience.

- Verbal recognition at the event opening session.
- Recognition signage at the session.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- Company profile in Event Booklet.
- One complimentary half-page color ad in Event Booklet.



- One complimentary exhibit booth in prime location in vendor exhibition area, included meal functions, and Grand Opening Reception within the Exhibit Hall for three representatives.
- One complimentary main event registration with education credits.
- One complimentary E-Blast email service to event registrants
- Marketing materials in attendee bags (vendor to supply).
- Complimentary pre and post attendee mailing list.



Annual Membership Reception Sponsor (Limit 2 per industry AVAILABLE) - Early Bird \$4,500; After August 31, 2022 \$5,500

- Verbal recognition at the event opening session.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- Company profile in Event Booklet.
- Recognition signage at the Annual Membership Reception.
- Free-standing banner at registration area highlighting company name and logo (partner to supply).
- One complimentary E-Blast Email Service to ASPHP Contacts.
- Marketing materials in attendee bags (vendor to supply).
- Complimentary pre and post attendee mailing list.

Break and Breakfast Sponsor - (SELECT Day One or Day Two - BREAK OR BREAKFAST Limit 2 per event)

Early Bird \$3,500; After August 31, 2022 \$4,500

- Verbal recognition at the opening session.
- Recognition signage at break or breakfast area.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- One complimentary E-Blast Email Service to event registrants.
- Marketing materials in attendee bags (vendor to supply).
- Complimentary pre or post attendee mailing list.

Attendee Bag Sponsor (2 AVAILABLE) Early Bird \$3,900; After Aug 31, 2022 \$4,300

The gift that keeps on giving! Showcase your organization's name and logo on attendee bags. After the event, enjoy continued recognition and free advertising as attendees take their high-quality bags home.

- Verbal recognition at the opening session.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- Marketing materials in attendee bags (vendor to supply).



- Complimentary pre or post attendee mailing list.

Lanyard Sponsor (2 AVAILABLE) Early Bird \$3,200; After Aug 31, 2022, \$3,700

Get noticed with your organization's name and logo prominently placed on the attendee lanyards.

- Verbal recognition at the opening session.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- Complimentary pre or post attendee mailing list.

Breakout Session Sponsor (2 AVAILABLE for each session) - Early Bird \$1,500; After Aug 31, 2022 \$2,000

This sponsorship opportunity allows you to introduce your company in front of the audience.

- Verbal recognition at the breakout session.
- Recognition signage at the breakout session.
- Prominent recognition of sponsorship on event website, Event Booklet, and other marketing materials.
- Complimentary pre or post attendee mailing list.

Attendee Mailing List - \$200 per list

The mailing list consists of names and physical addresses. Email addresses and phone numbers are not available for rental per ASPHP policy. The list is rented on a per-mailing basis and is a great way to increase your organization's visibility. Use the list to connect with prospective customers and promote your organization's presence at the event.

E-Blast Email Service – \$200 per email

Connect with attendees via blast e-mail before and/or after the event. The pre/post E-Blast Email Service is available at \$200 each. This service is available to the event exhibitors only. The E-Blast from vendor to registrants will be sent by ASPHP.

Event Booklet

The Event Booklet includes the event agenda, lists all sponsors and booths in the Exhibit Hall. This Booklet will be part of each attendee's welcome package when they sign in.

Color ad

Inside Front Cover, Inside Back Cover, Back Cover: Full page \$1,250

Inside Page: Full Page \$800

Inside Page: Half Page \$500

Sponsorship opportunities and exhibit booths are available on a first-come, first-served basis due to a limited number of slots.

Adjacent and Shared Exhibit Space

Sharing of exhibit space is permitted only for divisions of the same company and those with exclusive distributing agreements. Exhibitors in linear 10'x10' booths would request adjacent booth space.

Third Party Authorization

An exhibitor who engages the services of an outside management firm to handle exhibit details and logistics, meeting and events, or publicity and advertising, or all of these planning aspects, must inform the ASPHP National Event Team, identifying the firm who will work on its behalf. The company designated in this capacity must meet all deadlines.

Eligibility for Exhibiting

Companies that have not exhibited previously at the ASPHP National SPHM Education Event must



undergo review in order to be considered as exhibitors. To initiate a review, potential exhibitors must provide background information on the company and copies of promotional brochures and literature for all products and services to be exhibited.

By completing the exhibit application, the exhibiting company warrants and represents that there are no outstanding legal, financial, or governmental actions that could negatively impact their ability to provide the goods or services that they promote or sell at the event. If the accuracy of this representation and warranty changes before the event, the exhibitor agrees to provide immediate written notice to ASPHP.

Companies with multiple complaints filed against them with state or federal consumer affairs regulatory agencies, the Better Business Bureau, or by ASPHP members or fellows may be required to provide an explanation of the resolution of those complaints. ASPHP reserves the right to accept or reject, at its sole discretion, any application to exhibit and to determine the eligibility of any proposed exhibitor.

Hotel Reservations

ASPHP has contracted hotel rooms with Renaissance Phoenix Glendale Hotel & Spa. Exhibitors are encouraged to secure all guest rooms at the official ASPHP hotel through ASPHP's official hotel online reservation site.

Access to Exhibit Hall

Every individual working in the Exhibit Hall must have an identification badge. Children are not allowed on the exhibit floor at any time during the hours for installing or dismantling of exhibits.

Care of Facility

Exhibitors may not install any permanent fixtures or deface the building, and upon conclusion of the event they must leave the exhibit space in the same condition that it was received.

Dismantling Exhibits

Dismantling of an exhibit prior to the close of the Exhibit Hall is not permitted. Any company violating these regulations may not be invited to participate in future ASPHP events.

Payment

A 50% deposit is due within 30 days of the time the exhibit space and/or sponsorship application is submitted. Payment may be made by **credit card or check**. Final payment is due on **August 31, 2022**. Payments due 30 days past the final payment date will result in cancellation of the contract.

Exhibitors with outstanding balances on January 31, 2023 will not be listed in the Event Booklet.

If an exhibitor has not paid for the rental of their exhibit space, freight will not be delivered to their booth.

Payment Methods

You can pay by credit card or check. Checks are to be drawn on U.S. bank accounts, made payable to the Association of Safe Patient Handling Professionals or ASPHP.

Send check payments to:
ASPHP Headquarters
125 Warrendale Bayne Road
Suite 375
Warrendale, PA 15086

Cancellation





Notification of an exhibitor's decision to cancel assigned exhibit space at the ASPHP National SPM Education Event must be submitted in writing. Cancellation of exhibit space means that the exhibitor:

- Forfeits access to the 2022 ASPHP National SPM Education Event.
- Forfeits the use of the assigned exhibit space.

No refund will be made for any sponsorship cancellation. Should the exhibitor be unable to occupy and use the contracted exhibit space, the exhibitor must promptly notify ASPHP Headquarters in writing. All sums paid by the exhibitor, less a handling charge of 40% of the net contract price, will be refunded if cancellation is made before August 31, 2022. All sums paid by the exhibitor, less a handling charge of 60% of the net contract price, will be refunded if the cancellation is made before Jan 31, 2023. No refunds or cancellations will be made after Jan 31, 2023. After Jan 31, 2023, the exhibiting company will remain liable for the full cost of the original exhibit space.

Completion of the APPLICATION/INVOICE FOR SPONSORSHIP OPPORTUNITIES/EXHIBIT SPACE/ADVERTISING serves as the approval to charge the credit card provided on the form.

Term and Conditions

Assignment of Space

Every effort will be made to accommodate requests for booth assignments. ASPHP reserves the right to make changes to the booth floor plan as may be deemed necessary.

Exhibitors may not plan, be part of, or encourage ASPHP National SPM Education Event attendee participation in any scientific, technical, informational, or other meeting, seminar, event, function, or gathering off the premises of the official ASPHP hotel during event hours.

Exhibitors must request hotel meeting space by providing details on meeting space requirements, contact information to ASPHP Headquarters. Space is assigned on a first-come, first-served basis. Once the meeting space request has been submitted, exhibitors will contain the contact information for hotel staff. Exhibitors will work directly with the hotel and must finalize a contract with the hotel. Food and beverage minimums may apply. If your company cancels the event, they may be liable for cancellation fees to the hotel.

Contract

Submission of the official Exhibit Space Application and receipt by the exhibitor of the exhibit space assignment notification constitute a contract for the right to use the space allocated. Exhibitors acknowledge that they are not contracting for a specific booth, but rather for the right to participate as an exhibitor at the ASPHP National SPM Education Event. Such submission and receipt mean that the exhibitor has read, understood, and agreed to be bound by all the policies, terms, rules, and regulations governing the exhibition set forth in the application, space assignment notice, and Exhibit Prospectus, which together constitute the entire contract between the exhibitor and ASPHP. Any matters not specified in the Exhibit Prospectus shall be resolved at the sole discretion of the Executive Director of ASPHP.

Interpretation of Contract

ASPSP shall have the full authority to interpret and amend all policies, terms, rules, and regulations contained in the Exhibit Prospectus or any part of the contract, and its decision as to the meaning and implementation of a policy, term, rule, or regulation is final.

Exhibitors agree to abide by any policies, terms, rules, or regulations that may hereafter be adopted, which shall be as much a part of the contract as though originally incorporated. In the event ASPSP changes any policy, term, rule, or regulation after the acceptance of the contract by the exhibitor, ASPSP will provide written notice to the exhibitor.

Insurance





Each exhibitor carries the responsibility of maintaining adequate insurance coverage against injury to persons, damage to or loss of property, data breaches, and inability to meet its obligations outlined in the Exhibit Prospectus. Upon request, an exhibitor shall provide to ASPHP a certificate of insurance indicating at least \$1,000,000 of commercial general liability insurance. The policy shall name ASPHP as an additional insured thereon.

Liability and Indemnification

ASPHP will bear no liability for personal injuries, whether suffered by an exhibitor or its employees, contractors, or business invitees. ASPHP will also assume no liability for loss or damage to the property of an exhibitor or its employees, contractors, or business invitees, regardless of the cause, unless such injury or damage results from, or is caused by, the gross negligence or intentional wrongful acts of ASPHP. Each exhibitor, in making application for space, agrees to indemnify, defend, and hold harmless ASPHP from any and all claims, liability, damages, or expenses (including attorneys' fees) asserted against them or incurred by them as a result of, in connection with, or arising from any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected with the negligence or wrongful acts or omissions of the exhibitor or its agents or employees, contractors, or business invitees, or for breach or non-performance of any provision of this contract.

ASPHP shall in no event be liable to an exhibitor for any lost business opportunities or for any other type of indirect, special, or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of ASPHP to the exhibitor for any breach of this contract shall be limited to the amounts paid by the exhibitor pursuant to this contract. It is understood and agreed that a refund of amounts paid by the exhibitor pursuant to this contract is the sole and exclusive remedy of the exhibitor under this contract.

Assignment, Successors, and Assigns

This contract shall be binding upon ASPHP and the exhibitor and their successors and assigns. No exhibitor may assign or transfer any rights or obligations under this agreement without the written consent of ASPHP. No such assignment shall release the exhibitor from its obligations and liabilities under this contract.

Force Majeure

In the event of acts of God, fire, strikes, disaster, political or social boycott, medical epidemic, or other similar unavoidable occurrences rendering the exhibit space unfit for use, ASPHP will attempt to provide exhibit space at another location, but it does not guarantee it will be able to do so. In the event the National SPHM Education Event is not held at all, an exhibitor's sole remedy is a refund of its exhibit space fees paid.

Audio Visual Components in Exhibits

Exhibitors, in compliance with the following noise abatement policy, may use sound amplification when conducting live presentations. Alternatively, wireless headsets may be more appropriate based on the booth size.

The exhibitor noise abatement policy is as follows:

- *All booth elements must remain within the officially contracted booth space. This includes all truss work, lighting, audio equipment, speakers, etc.*
- *Live presentations in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits.*
- *Audio speakers of any kind must be directed toward the interior of the demonstrator's booth space. They may not face aisles or neighboring exhibits.*

ASPHP reserves the right, at its sole discretion, to determine when sound levels from audio visual equipment constitute interference with others or become unacceptable. Sound complaints will immediately be addressed and, if not resolved, event management reserves the right to shut down



power immediately until the issue is resolved.

Exhibitors are responsible for obtaining appropriate licenses for any copyrighted music used in their exhibit.

Booth Staff

Exhibits must be staffed each day during exhibit hours until the close of the show at 5 pm on Wednesday, Mar 22, 2023. Company representatives are expected to dress and conduct themselves in a professional manner and be wearing their personal ASPHP-issued exhibitor meeting badge at all times.

Photographing and Videotaping

An exhibitor may photograph or videotape his or her own booth before or after Exhibit Hall hours. Exhibitors understand and agree that photographs of their exhibit will be taken by the official show photographer while documenting the event. Exhibitors agree that photos of their booth, possibly containing logos and trademarks, may appear without restriction in promotional and other documents produced by ASPHP.

An exhibitor may not photograph or videotape any other company's exhibit booth or presentation. This activity will result in terminate the exhibit onsite and may refuse assignment of space for future ASPHP events.

Sales

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Consistent with this professional interest, order-taking and sale of exhibited products will be permitted, provided the transactions are conducted in an appropriately professional and businesslike manner.

ASPHP reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

Penalties

As stated previously, as a condition for exhibiting, each exhibitor agrees to observe all policies, terms, rules, and regulations. For example, in the event of an egregious violation or any repeated failure to observe the policies, terms, rules, and regulations outlined in the Exhibit Prospectus, ASPHP reserves the right to terminate the exhibit onsite and may refuse assignment of space for future ASPHP events. In addition to the policies, terms, rules, and regulations specified in the Exhibit Prospectus, the preceding policies, terms, rules, and regulations must be adhered to by each exhibiting company and its representatives and agents. Breaches or infractions by an exhibitor in any year may be considered by ASPHP, at its sole discretion, in determining whether to close an exhibit onsite or to refuse applications for exhibit space for any future year. If any exhibiting company fails to observe the policies, terms, rules, and regulations outlined in the Exhibit Prospectus, or engages in practices in connection with the event that are deemed unfair or deceptive by ASPHP, at its sole discretion, ASPHP reserves the right to terminate the exhibit onsite and/or refuse assignment of space for future ASPHP events.

Policies

To gain admittance to the exhibit areas and education sessions, all company representatives are required to wear their personal ASPHP-issued exhibitor badge at all times while on premises. The badge must not be altered, added to, or defaced in any manner. A company badge will not be accepted in lieu of the official badge.

Representatives must be able to present photo identification that matches the name on the badge they are wearing upon request.

ASPHP has a zero-tolerance policy for badge swapping. Those found swapping badges or wearing a badge that does not match their photo identification will have their badge confiscated and will be escorted from the premises.



Access

During the event, an exhibitor who has their personal ASPHP-issued exhibitor badge may enter the Exhibit Hall two hours prior to the opening of the exhibition and may remain in the Exhibit Hall one hour after the close.

One exhibitor may not enter another exhibitor's booth without the other exhibitor's approval. ASPHP representatives and employees shall have free access to any exhibit booth at all times in the performance of their assigned duties.

Please feel free to contact Annie Wiest, ASPHP Executive Director at awiest@asphp.org or phone 724-935-1531 if you need any further information.



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