



EXHIBITOR & SPONSOR APPLICATION | One Voice Conference - June 6-9, 2023

INSTRUCTIONS - Complete this form & email it to: courtney.fray@aadmd.org OR teresa.colson@aadmd.org

Name/ Organization	
Contact Person	Phone Number (Contact Person)
Email (Contact Person)	
Mailing Address	
City, State, Zip	
Professional Discipline	Type of Service Provided

ORGANIZATION TYPE	Government	Private Individual	Non-Profit	For Profit Organization
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- EXHIBIT** - Please select from the following
- \$500 - Sister Organization Exhibitor Table
 - \$2,500 - 6' Table
 - \$5,000 - Poster Hall Co-Sponsor
 - \$20,000 - Conf. Track Sponsor
 - \$10,000 - Conf. Track Co-Sponsor
 - \$20,000 - Awards Reception
 - \$10,000 - Awards Reception Co-Sponsor
 - \$25,000 - Future Leaders
 - \$12,500 - Future Leaders Co-Sponsor
 - \$30,000 - VIP President's Reception
 - \$10,000 - VIP President's Reception Table
 - \$15,000 - Silver Sponsor (Value \$20K)
 - \$30,000 - Gold Sponsor (Value \$45K)
 - \$45,000 - Platinum Sponsor (Value \$60K)
 - Other, specify amount: _____
- SPONSOR** - Please select from the following
- \$7,500 - Meet & Greet Kickoff
 - \$3,500 - Meet & Greet Co-Sponsor
 - \$10,000 - Board Dinner
 - \$5,000 - Board Dinner Co-Sponsor
 - \$10,000 - Poster Hall

COMPANY/ORG INFO - Please give us a 50-word description of your service/product. This will be in the conference program guide.

LOGO - Please email a jpeg, pdf or eps of your company or organization's logo to courtney.fray@aadmd.org for promotion.



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EXHIBITOR/SPONSOR CONTRACT - Please sign & date.

- 1. Show Sponsorship and Management.** This meeting is produced by and is the property of AADMD. AADMD will provide all show management functions and establish all show policies. Each prospective exhibitor is required to sign the Exhibitor Contract for space. By doing so, he/she subscribes to the Rules and Regulations, which are a part of the Contract.
- 2. Security.** AADMD and the exhibit facilities will take precautions to safeguard exhibitor's property. However, AADMD will not be liable for damage or loss to exhibitor's property through theft, fire, accident or any other cause. Exhibitor should insure his own exhibit and display materials, AADMD will not assume liability for any injury that may occur to show visitors, exhibitors or other agents or employees of exhibitors. Please Note: The exhibit area is in a meeting room/foyer and unsecured.
- 3. Default of Occupancy.** Any exhibitor failing to occupy by 10:00 a.m., the day of the show(s), space contracted for, but not cancelled is obligated to pay the full cost of such space. In that event, AADMD shall have the right to use said space for its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor. AADMD assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of his/her products in the show program, brochures, news releases or other material.
- 4. Booth Arrangement.** All exhibitors shall arrange their displays so they utilize only the booth area contracted for and in such manner as to recognize the right of their exhibitors and show visitors and to conform to the overall pattern developed by AADMD. Appearance - An exhibitor is responsible for keeping his booth sightly. Exhibitors must arrange to remove excessive amounts of trash or waste materials during show hours. Fire Regulations- All materials shall be fire-resistant.
- 5. Cancellation or Withdrawal.** An exhibitor may cancel or withdraw from the show(s) subject to the following conditions: (a) The exhibitor shall give AADMD notice in writing of his intention to cancel or withdraw from the show. (b) Refund schedule: cancellation received three months prior to show - fee refunded in full. Cancellation received between three months and thirty days - 50% of fee is refunded. Cancellation received 29 days or less prior to show - fee is not refunded. In the event of cancellation, AADMD shall have the right to use said space for its own convenience including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor. AADMD assumes no responsibility for having included the name of the canceled exhibitor or description of his/her products in programs, news releases or other materials.
- 6. Safeties, Fire and Health.** The exhibitor must comply with safety, fire and health ordinances regarding installation and operation of equipment. All displays, exhibit materials and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents.
- 7. Care of Building.** No exhibitor may allow an article to be brought into, nor permit any act to be done in, the Hotel which will increase the premiums or void policies of insurance held by AADMD. No exhibitor may permit any act by its employees by which the premises shall in any manner be marred or defaced. Exhibitor must surrender the space occupied by him/her in the same condition as at the commencement of occupancy. Any damages done to the premises by the exhibitor shall be made good to AADMD or to the hotel as their interest may appear.
- 8. Space Assignment.** Space will be assigned on a first come basis, based on when payment is received.
- 9. Exhibitor Badges.** AADMD will provide badges for all exhibitor personnel. AADMD policy limits the number of exhibitors to two individuals per each booth space during scheduled exhibit hours.
- 10. AADMD Liability.** In the event that AADMD shall be held liable for any situation that might result from a particular exhibitor's action or failure to act in any manner whatsoever, such exhibitor shall reimburse AADMD and hold AADMD harmless from liability resulting there from.



11. Hotel Liability. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

12. Non-Disparagement. AADMD partners with organizations that share AADMD’s core values, listed below. Exhibitor or Sponsor agrees and covenants that Exhibitor or Sponsor will not at any time make, publish or communicate to any person or entity or in any public forum any defamatory or disparaging remarks, comments or statements concerning the Organization’s work, services, and existing and prospective partners, exhibitors, sponsors and other associated third parties, or make any maliciously false statements about the Organization’s employees, officers or board members.

13. General. All matters and questions not covered by the Contract, Rules and Regulations are subject to the decisions of the AADMD Conference Executive Director. The Contract, Rules and Regulations may be amended at any time by AADMD and all amendments or additions that may be so made shall be equally binding on all parties affected as the original Contract, Rules and Regulations.

14. Right of Refusal. AADMD has the right to refuse exhibit space and/or advertising to any applicant for any reason whatsoever.

15. Shipping/Receiving. See Exhibitor Information Packet provided prior to conference.

I have read the exhibitor/sponsor rules and regulations and will abide as required.

SIGNATURE

DATE

CORE VALUES

At AADMD, we are **SPIRITED**, which is an acronym for our 8 core values. These values are our north star - they guide us in our decision-making, initiatives and partnerships.



S	STEWARDSHIP	We responsibly manage our funding and resources.
P	PASSION	We are united in our passion for equitable care for people with IDD.
I	INCLUSION	We create spaces where everyone can feel like they belong.
R	RESPECT	We show respect to each other to foster trust and reliability.
I	INTEGRITY	We are transparent, honest and ethical.
T	TEAMWORK	Together we accomplish more.
E	EMPATHY	We consider others’ thoughts and feelings to produce fruitful outcomes.
D	DIVERSITY	We embrace peoples’ differences to enhance healthcare and enrich lives.