EXHIBITOR & SPONSOR PROSPECTUS

American College of Nurse-Midwives

63RD Annual Meeting & Exhibition

MAY 20-24, 2018 | SAVANNAH, GEORGIA
SAVANNAH INTERNATIONAL TRADE AND CONVENTION CENTER
PARTICIPATE IN OUR 2018 EXHIBIT HALL AT THE SAVANNAH INTERNATIONAL TRADE AND CONVENTION CENTER

Midwives play a leading role in women’s health care and are well-positioned to play an even more prominent role in years to come. Capitalize on this opportunity to reach an audience of 1,800 key players in women's health, the colleagues they work with every day, and the women they serve.

EXHIBIT
Booths were assigned during the 2017 Annual Meeting on a priority point basis. Booth assignments are now being offered on a first come, first served basis. Online Link to follow. Please contact Mark Harvey at mark@stellatosolutions.com to request your space.

<table>
<thead>
<tr>
<th>Organization Type</th>
<th>Booth Type</th>
<th>Full Badges</th>
<th>Hall Passes</th>
<th>Early Bird Until June 16</th>
<th>Advance Rate June 16 - Mar 9</th>
<th>Regular Fee After Mar 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate, Commercial, Company, Hospital</td>
<td>10x10 Prime</td>
<td>1 Comp</td>
<td>2 Comp</td>
<td>$2500</td>
<td>$2700</td>
<td>$2900</td>
</tr>
<tr>
<td>Corporate, Commercial, Company, Hospital</td>
<td>10x10 Standard</td>
<td>1 Comp</td>
<td>2 Comp</td>
<td>$2200</td>
<td>$2400</td>
<td>$2600</td>
</tr>
<tr>
<td>Government Agency, Non-profit*</td>
<td>10x10 Standard</td>
<td>1 Comp</td>
<td>2 Comp</td>
<td>$2200</td>
<td>$2400</td>
<td>$2600</td>
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<td>Government Agency, Non-profit*</td>
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<td>1 Comp</td>
<td>2 Comp</td>
<td>$2200</td>
<td>$2400</td>
<td>$2600</td>
</tr>
<tr>
<td>Tabletop Exhibit**</td>
<td>6 foot skirted</td>
<td>2 Comp</td>
<td>1 Comp</td>
<td>$1500 Each</td>
<td>$1650</td>
<td>$1810</td>
</tr>
<tr>
<td>ACNM Affiliate,*** ACME-accredited Midwifery Education Program</td>
<td>6 foot skirted</td>
<td>2 Comp</td>
<td>1 Comp</td>
<td>$1000</td>
<td>$1100</td>
<td>$1300</td>
</tr>
</tbody>
</table>

*501(c)(3) or 501(c)(6). Proof of non-profit status is required; please forward a copy of incorporation papers when you apply.
**Tabletop exhibits are reserved for companies with 5 or fewer employees and in business for 5 or fewer years.
***Affiliates receive a 20% discount

INCLUDED FOR BOOTHs AND TABLETOPs:
- One 6’ table draped and skirted, 2 chairs, wastebasket.
- 10′x10′ booths will have 8′ high x 10′ wide “hardwall” back wall and 3′ high “hardwall” side walls.
- 8′x10′ booths will have 8′ high x 10′ wide “pipe and drape” back wall and 3′ high “pipe and drape” side walls.
- booths will have 6′ high “pipe and drape” backwall.
- Standard 7″x 44″ identification sign.
- Overnight security service.
- Product/service listing in Final Program (if received by deadline).
- Exhibit Hall reception, lunches, and refreshments during regular Hall open hours.

FLOOR PLAN
View available, sold, and reserved booths and choose your preferred location on ACNM’s active floor plan. Online Link to follow. Please contact Mark Harvey at mark@stellatosolutions.com to request your space.

PAYMENT
Payment is not due when you request your booth or table. After you submit your application, you will receive a confirmation followed by a link to log in and make your payment. Payments can be made online. ACNM accepts payment via check, Visa, MasterCard, or American Express. A 50% non-refundable deposit must be received at the time of receiving confirmation. Final balance is due within 60 days to reserve your booth of choice. All booths must be paid in full by March 9, 2018. No refunds will be given for space cancelled after that date. After March 10, 2017, all new booth registrations must be paid in full.

ABOUT THE FLOORING...
Carpet MUST BE ORDERED FOR ALL 10x10 and 8x10 BOOTHS.

WHAT KIND OF BADGE DO I NEED?
Full conference badges provide access to all Annual Meeting programming including education sessions and plenaries. Hall Passes provide admission to the Exhibit Hall only, but do include all meals served in the hall (1 reception and 2 lunches).
**MIDWIFERY MARKET**

The Midwifery Market is for non-midwifery companies selling personal items such as jewelry, art and clothing. Space in the Midwifery Market (located within the Exhibit Hall) is limited and assigned according to date received and availability. Online Link to follow. Please contact Mark Harvey at mark@stellatosolutions.com to request your space.

<table>
<thead>
<tr>
<th>Tabletop Type</th>
<th>Tabletop Size</th>
<th>Advance Registration* Until January 2, 2018</th>
<th>Regular Registration* After January 2, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwifery Market Table</td>
<td>One Space</td>
<td>$375</td>
<td>$450</td>
</tr>
<tr>
<td></td>
<td>Two Spaces (side by side)</td>
<td>$725</td>
<td>$775</td>
</tr>
</tbody>
</table>

*ACNM Affiliates and non-profit organizations receive a $50 discount for 1 table. *Sales Tax for Midwifery Market tables selling products: It is the applicant’s responsibility to submit sales and tax returns to the Georgia Department of Revenue. If you have any additional questions concerning sales tax, please contact the Department of Revenue directly. Please allow 2 to 4 weeks for this application to be processed.

**INCLUDED FOR MIDWIFERY MARKET TABLES:**
- One 8’ table
- 2 chairs
- Overhead sign
- Wastebasket
- 1 Exhibit Hall personnel badge (for Hall access only)

**PAYMENT**

Payment is due when you request your table. After you submit your application, you will receive a confirmation followed by a link to log in and make your payment. Payments can be made online with Visa, MasterCard, or American Express. ACNM also accepts checks. Midwifery Market fees must be paid in full within 30 days of receipt of confirmation. No refunds will be given for space cancelled after that date.

**MIDWIFERY MARKET SCHEDULE**

**Move in:**
- Monday, May 21, 8:00-1:00pm
- Tuesday, May 22, 8:00-10:30am

**Show Hours:**
- Tuesday, May 22, 11:30am-3:30pm
- Wednesday, May 23, 10:00am-2:30pm

**Midwifery Market Move Out:**
- Wednesday, May 25, 2:45-6:00pm

**Want Exposure Year-Round?**

Join ACNM’s Industry Partner Program!

**Gold Level—$10,000**

**Bronze Level —$3,750**

Learn how to maximize year-round exposure and support ACNM in a BIG way! Gold level comes with a complimentary 10’x10’ booth at the 2018 Annual Meeting. Bronze level comes with a 50% discount for your booth. Contact Christina at Christina@stellatosolutions.com

**CAN’T WAIT UNTIL NEXT YEAR?**

Exhibit or Sponsor at Midwifery Works! 2017 ACNM’s annual fall business meeting.

**When:** October 26-29

**Where:** Portland, Oregon

If you are interested in any of the following opportunities, please contact Krystal Bushell at krystal@stellatosolutions.com.

**EXHIBIT INFORMATION:**

- Table Top on display for 2 days
  - Thursday, November 3 and
  - Friday, November 4—$1,050

**SPONSORSHIP INFORMATION:**

- Networking Welcome Reception on Thursday, November 3—$2,000
  - Includes signage and table top.
- Break on Friday, November 4—$2,500
  - Includes ACNM recognition at podium, signage, and table top during that break.
- Lunch on Friday, November 4—$4,500
  - Includes ACNM recognition at podium, signage, and table top during that day only and material at lunch tables.
- Break on Saturday, November 5—$2,000
  - Includes ACNM recognition at podium and signage.
- Lunch on Saturday, November 5—$4,500
  - Includes ACNM recognition at podium, signage and material at lunch tables.
SPONSORSHIP OPPORTUNITIES
If you are interested in any of these exclusive sponsorship opportunities, contact Tana Stellato at 301.996.5316 or Tana@StellatoSolutions.com for further information. All sponsors receive recognition in ACNM newsletters, final program, annual meeting website, onsite banners, and slides at various meetings.

MARKETING OPPORTUNITIES
TOWN SQUARE/INTERNET LOUNGE — $5,500
Attendees visit the Internet Lounge to check e-mail and network with colleagues during open hours of the exhibit hall. Sponsor’s name, logo, website, and booth number will appear on the home page of all computer screens located in the lounge. Includes signage acknowledging sponsor throughout the lounge.

REGISTRATION BAG— $6,000
Place your name, logo, and website on the official ACNM 63rd Annual Meeting & Exhibition conference bags, which will also depict the ACNM logo. Includes one insert valued at $1,250. Please note the sponsorship fee does not include the cost to produce the bags.

REGISTRATION BAG INSERTS— $1,250
Insert promotional materials into official conference bags distributed to attendees at registration. Literature may be printed on both sides and should measure no larger than 8 ½” x 11.” All items will be subject to approval. You provide your printed item and are responsible for shipping and handling. Additional fee for non-exhibiting companies.

WELCOME BANNER —$2,000
Welcome attendees to Chicago with an ACNM Annual Meeting & Exhibition banner with your company logo displayed.

MOBILE APP —$4,000
The mobile app is used by hundreds of meeting attendees. This sole sponsorship will provide great exposure through banner ads and front page recognition, and you’ll receive a final report showing how often your company information was accessed.

EDUCATIONAL OPPORTUNITIES
In addition to these opportunities, sponsors may support an already-scheduled workshop, speaker, and/or education session. At a minimum, this includes speaker transportation costs, hand-out materials, hotel accommodations, and speaker honorariums.

OPENING GENERAL SESSION SPEAKER— $3,500
This sponsorship ties your organization’s name with a high-profile guest and helps pay for speaker fees, travel stipends, and honoraria. Your company will be acknowledged as the host of the speaker during the session.

PREMIER SPEAKERS— $2,000
Nationally known speakers will address major clinical issues in women’s health. Sponsors are acknowledged by signage, within the Final Program and on screen. Your company will be acknowledged as the host of the speaker during the session.

EXAM PREP WORKSHOP FOR STUDENT MIDWIVES— $4,000
Student midwives are recognized by the College as an integral and valued element of the membership, representing the future of the profession. These events provide students with an opportunity to discuss issues of importance to them, as well as time to interact with each other and the ACNM Board of Directors.

Additional Sponsorship Opportunities—
Display your corporate logo on these exclusive products:

- Badge Holders — $3,000
- Escalator Clings — $3,000
- Hotel Key Card — $4,000
- Official Conference Pens — $1,500 (plus the cost of pens)
EVENT OPPORTUNITIES

OPENING RECEPTION — $10,000 CO-HOSTED WITH ACNM OR $5,000 SHARED
Kick off the meeting with your company logo displayed at the Opening Reception. Customized entitlements will be offered for this sponsorship.

AWARDS DINNER AND MIDWIFERY CELEBRATION PARTY—$10,000 CO-HOSTED WITH ACNM OR $5,000 SHARED
Treat attendees to an evening of letting loose in honor of the midwifery profession. Your corporate logo will be projected on the dance floor and displayed on the giant screens. Imprinted napkins with your logo will be placed at bar station.

NETWORKING LUNCH — $8,000
Corporate logo displayed at the lunch and on napkins in Exhibit Hall. Includes signs acknowledging sponsor.

ACNM AFFILIATES LEADERSHIP MEETING — $5,000
More than 70 midwives who plan local meetings, provide clinical education, and have the potential to serve in national leadership positions are offered the opportunity to expand their knowledge and expertise in this program.

COFFEE BREAK — $2,500–$4,000
Refresh attendees between events and education sessions with coffee cups or napkins displaying your corporate logo.

PRESIDENT’S RECEPTION — $5,000
Let the ACNM president acknowledge your company at this special invitation-only event. Corporate logo will be displayed in a prominent location.

PRODUCT THEATER AND SYMPOSIUM SESSIONS
Sessions are offered to previous year sponsors on a first come first served basis. If interested in hosting one of these “limited offer” events, contact Tana Stellato at 301.996.5316 to be placed on a waiting list. Fees range from $4,500–$5,500 depending on event plus food cost. Includes complimentary mailing list to all attendees and list of registrants to your program.

ACMm Midwives Are...
- Highly skilled and educated
- Advance Practice Registered Nurses
- Certified professionals—95% of whom deliver in hospitals
- Primary care providers
- Responsive and open to products that improve women’s health.
ADVERTISING OPPORTUNITIES

ACNM offers advertising options in the Annual Meeting Final Program, On Location (the onsite newsletter), and Quickening (the quarterly newsletter of ACNM). See pricing and deadlines below:

QUICKENING
Continue your 20% exhibitor discount year-round on advertising in the quarterly newsletter of ACNM, mailed to members before and after the Annual Meeting. Two-color or black and white. Circulation 7500+. E-mail quick@acnm.org for more information.

FINAL PROGRAM
Comprehensive meeting guide distributed to all attendees onsite. Black and white. Estimated circulation, 1,800.

ACNM OFFERS A VARIETY OF ADVERTISING OPPORTUNITIES throughout the year. Ask about ACNM’s Industry Partner Program, which comes with many benefits including discounts on exhibit space, sponsorships, and advertising. See all the ways you can reach out to our members at www.midwife.org/advertising.

<table>
<thead>
<tr>
<th>AdLocation and Specs</th>
<th>Final Program</th>
<th>Quickening (Select spring or summer issue)</th>
<th>On Location</th>
<th>Combo Package*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To 1,800 attendees</td>
<td>To 7500+ members</td>
<td>To 1,800 attendees</td>
<td>varies</td>
</tr>
<tr>
<td>Back Cover</td>
<td>n/a</td>
<td>Post-Meeting 6/1/2017</td>
<td>$2000</td>
<td>20% discount =</td>
</tr>
<tr>
<td>(7.375 x 9.75 inches)</td>
<td>$1200</td>
<td></td>
<td>$1600</td>
<td>$2560</td>
</tr>
<tr>
<td>Full Page</td>
<td>n/a</td>
<td></td>
<td>$1300</td>
<td>20% discount =</td>
</tr>
<tr>
<td>(7.375 x 9.75 inches)</td>
<td>$800</td>
<td></td>
<td>$1600</td>
<td>$1600</td>
</tr>
<tr>
<td>Half Page</td>
<td>n/a</td>
<td></td>
<td>$700</td>
<td>20% discount =</td>
</tr>
<tr>
<td>(7.375 x 4.75 inches)</td>
<td>$400</td>
<td></td>
<td>$900</td>
<td>$900</td>
</tr>
<tr>
<td>Quarter Page</td>
<td>n/a</td>
<td></td>
<td>$350</td>
<td>20% discount =</td>
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<tr>
<td>(7.375 x 4.875 inches)</td>
<td>$250</td>
<td></td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

* Special pricing for placing a same-sized ad in 2 or more publications. Combo rates apply to ad of same size in the Final Program and your choice of On Location or one issue of Quickening.
ADVERTISING ORDER FORM

Please complete this agreement and return it to Maura Christopher, 8403 Colesville Road, Suite 1550, Silver Spring, MD, 20910; e-mail it to mchristopher@acnm.org If paying by check, send payment separately, along with an additional copy of this form, to ACNM Annual Meeting & Exhibition, Lock Box P.O. Box 758898, Baltimore, MD 21275-8896. For questions or to e-mail your ad artwork in PDF format, contact mchristopher@acnm.org; 240.485.1822.

COMPANY NAME

CONTACT NAME

TITLE

STREET ADDRESS

CITY                           STATE    POSTAL CODE     COUNTRY

PHONE           FAX     E-MAIL

Payment Type: ♦ Check   ♦ Visa   ♦ MasterCard   ♦ American Express   ♦ Bill to Purchase Order #

All payments must be made in full. All checks must be in US dollars drawn on US banks within the continental United States and made payable to the American College of Nurse-Midwives.

CREDIT CARD NUMBER          EXPIRATION DATE                 SECURITY CODE (BACK OF CARD)

CARDHOLDER’ S NAME                            CARDHOLDER’ S SIGNATURE

Select your choice(s) for your advertisement below:
Final Program only, deadline 3/1/2017
♦ Back Cover $1,200   ♦ Inside Front Cover $1,000   ♦ Full Page $800   ♦ Half Page $400   ♦ Quarter Page $250

On Location only, deadline 3/1/2017
♦ Back Cover $2,000   ♦ Full Page $1,300   ♦ Half Page $700   ♦ Quarter Page $350

Quickening only, (CHOOSE ONE) ♦ spring issue, deadline 3/1/2017   ♦ summer issue, deadline 6/1/2017
Select Ad Size: ♦ Full Page $1,200   ♦ Half Page $700   ♦ Quarter Page $350

SPECIAL OFFER for Annual Meeting Exhibitors— Sign up to advertise for 1 full year in Quickening and get 20% off standard rates!

Combo Packages, deadline based on package
♦ Back Cover of Final Program and On Location $2,560
♦ Full Page in Final Program and (CHOOSE ONE) ♦ Quickening spring OR ♦ Quickening summer—$1,600
♦ Half Page in Final Program and (CHOOSE ONE) ♦ Quickening spring OR ♦ Quickening summer—$900
♦ Quarter Page in Final Program and (CHOOSE ONE) ♦ Quickening spring OR ♦ Quickening summer—$500

For additional advertising and sponsorship opportunities with ACNM throughout the year, visit www.midwife.org/advertising.
EXHIBITOR GUIDELINES

The terms “Association” and “ACNM” shall mean the American College of Nurse-Midwives, its officers, committees, agents, or employees acting for it in the management of the Exhibition. The term “Exhibition” shall mean the ACNM Annual Meeting & Exhibition to be held at the Hilton Chicago, May 20-24, 2017. The term “Exhibitor” shall mean any person, organization, or other entity that is approved to mount an Exhibit at the Exhibition. The term “hotel” refers to the Hilton Chicago and “Operator” refers to City of Chicago, IL, a municipal corporation. Rules and Regulations may be amended at any time by ACNM Management in its sole reasonable discretion. ACNM Management reserves the right to grant or deny its consent in its sole reasonable discretion and the right to apply, interpret, and enforce these rules in its sole reasonable discretion. Any point not specifically covered in these rules is subject to the decision of ACNM Management whose decision shall be final.

GUIDELINES FOR PRODUCT PROMOTION: In all cases where products that directly impact the health of women and families are promoted, the promotion must: a) be consistent with available scientific evidence; b) not misuse the professional image and trusting relationship between women and mid-wives; c) ensure that attendees receive full disclosure regarding safety of the product; and d) should not conflict with the mission of the College. ACNM reserves the right, without recourse, to absolutely control or prohibit any exhibit or part of any exhibit, which, in its opinion, is not suitable or in keeping with the purpose of the Exhibit Hall. This reservation concerns persons, things, conduct, printed matter, souvenirs, catalogues, etc. Unethical behavior or infraction of the rules on the part of the Exhibitor or their representatives will subject the exhibitor/representatives to dismissal and possible refusal to rent space in the future. Under these conditions, no refund shall be made by ACNM.

ACCEPTANCE AND ASSIGNMENT OF SPACE: This confirmation shall be deemed accepted by ACNM Management upon space assignment. Booth assignments are generally made on a first come, first-served basis, taking into consideration representation at previous ACNM Annual Meetings, the date a request is received, availability of requested area, the amount of space requested, special needs, and compatibility of Exhibitors. The Association, however, reserves the right in its sole discretion to use other assignment criteria.

Because of the large number of companies exhibiting similar or related products, ACNM cannot guarantee that a company exhibiting similar products or a competitor will not be located in a nearby or adjoining booth space. The Association also reserves the right to reconfigure booth space and relocate an Exhibit as necessary with the understanding that the Exhibitor shall be notified prior to such relocation.

ELIGIBILITY: The Association reserves the right to determine the eligibility of any company or product for inclusion in the Exhibition. The acceptance of a booth for the Exhibition does not carry the Association’s endorsement of the equipment, supply, or service displayed there. Exhibits and the conduct of Exhibits are subject to the approval of the Association. The Association reserves the right to require the modification of any Exhibit which, in its opinion, is not in character with the Exhibition. The Association reserves at all times the right to approve the nature of the Exhibits and conditions under which the Exhibits are displayed.

PAYMENTS: A non-refundable 50% deposit of the space rental fee is at time of receipt of the confirmation for All booth charges must be paid in full by May 10, 2017. If paying a deposit for a specific booth, the balance must be paid within 60 days and no later than March 10, 2017, to hold exhibit booth location. Confirmations received after this date must be accompanied by full payment, which is non-refundable. Should Exhibitor fail to remit timely payment, ACNM shall have the right to withhold or cancel a booth reservation without notice and retain any non-refundable amounts paid, unless special arrangements have been made.

CANCELLATIONS: This confirmation may be cancelled by Exhibitor by giving written notice to ACNM, subject to the following fees:

• On or before March 10, 2017 — 50% of the rental space fee will be refunded
• After March 10, 2017 — no refunds

These fees apply in the event of Exhibitor cancellation or failure to participate for any reason whatsoever. Cancellation fees will NOT be applied to any other past, current, or future charges incurred by Exhibitor and are non-transferable. In no event will Exhibitor receive a credit from any revenue later generated by reuse of the reserved space by ACNM Management. Exhibitor may also forfeit all exhibitor privileges, including but limited to:

• Priority points for ACNM 2018 booth selection
• Booth Personnel and complimentary full conference badges
• Removal of company listing from the Program and Web site

UPSIZING: At any time after signing the original confirmation, Exhibitor may enter into a new confirmation for larger space, subject to availability.

DOWNSIZING: The originally reserved amount of space may be reduced by Exhibitor by giving written notice to ACNM, subject to the following:

• On or before March 10, 2017 — Exhibitor must pay 50% of the original confirmation price, which amount may be applied against the reduced space.
• After March 10, 2017 — Exhibitor must pay 100% of the original confirmation price, which amount may be applied against the reduced space. Any payment in excess of the cost of the new space is non-refundable.

ARRANGEMENT OF EXHIBITS: ACNM follows International Association of Exhibitions and Events (IAEE) Guidelines. Detailed guidelines will be available upon request, but generally, no Exhibit will be permitted to interfere with the light, space, comfort, or view of another Exhibit. Displays shall comply with the following:

Back wall shall not be higher than 8 feet overall.
Side walls shall not be higher than 36 inches.
All back wall illumination must either be indirect or muted by translucent panels.
Aisles must be kept clear from flooring to ceiling.

Exposed parts of the display must be finished so as not to be objectionable to other Exhibitors and/or the Association or such parts will be ordered draped by the Association and billed to the Exhibitor. Equip-ment or products exceeding the height limitation may be permitted for island Exhibitors provided written approval is granted by the association. The Exhibitor must pay all costs incurred in the operation of its booth. This provision specifically covers expenditures incurred for lighting, power, water, and other utilities or services in connection with its own booth. The floor space for all booths must be carpeted or in some other way covered unless the hall is already carpeted, with the cost for this covering being the responsibility of the exhibitor. If such floor covering has not been arranged by the Exhibitor prior to the conclusion of move-in, ACNM Management may order carpeting at Exhibitor’s expense. The Association shall provide aisle carpeting, unless already carpeted.

Booth purchase includes standard back wall and side wall, one six-foot draped and skirted table, two chairs, one waste basket, a 7”x4” identification sign, badges as outlined, and a complimentary listing on the website and in the printed program.

CARPETING: Carpeting is required for all booth spaces (excluding Midwifery Market), unless the area is already carpeted. Carpet will be provided for Tabletop exhibits.

SERVICES: ACNM will select an official confirmation to service to Exhibitors. The confirmation will provide labor, equipment, and supervision. Complete information, instructions, and schedule of prices regarding shipping and drainage, labor for erecting and dismantling, electrical, furniture and carpet rental, cleaning, etc., will be included in the Exhibitor’s Service Kit to be posted at www.midwife.org/ac approximately 4 months prior to the event. ACNM assumes no responsibility or liability for such confirmations. Exhibitor must use qualified personnel (union or otherwise) for ma-terial handling, installing and dismantling exhibits, and other services as required by the Hotel’s rules and regulations. If applicable, union regulations for the Hotel will be provided in the Exhibitor Manual.

COMPLIANCE WITH LAWS, RULES, AND SAFETY PRECAUTIONS: Exhibitor is responsible for knowledge of and compliance with all federal, state, and local laws, regulations, orders, and requirements applicable to Exhibitor’s participation in ACNM, as well as all rules and regulations of the all related expenses and taxes. Exhibitor shall take all necessary measures to safeguard persons and property in the Hotel from any hazards associated with Exhibitor’s exhibit equipment. Exhibitor shall comply with applicable industry safety standards. Exhibitor agrees that if notified by ACNM that the condition of Exhibit- tor’s space is unsatisfactory for any reason, Exhibitor will immediately remedy the condition.

INSTALLATION AND DISMANTLING: Until full payment of the space rental fee has been received, Exhibitor will not be allowed to set up, nor will freight be delivered to booth.

EXHIBIT SCHEDULE: Employees manning the booth must have Exhibitor badges. The display area will be closed to Exhibition Attendees except during scheduled Exhibit hours; however, registered Exhibitors will have access at all hours. ACNM shall have sole control over attendance policies at all times. Exhibitor personnel MUST be properly registered in order to staff a display and must wear (non-transferable) registration badges during move-in and Exhibit hours.

SECURITY: General overall 24-hour access control will be provided for the Exhibition period including move-in and move-out. However, ACNM is not responsible for the loss of any material by or for any cause, and urges the Exhibitor to exercise normal precautions to discourage pilferage. Only registered Exhibition Attendees and Exhibitors and registered guests will be authorized to enter during Exhibit periods.

DELIVERY OF EQUIPMENT: Exhibitors will be responsible for delivery of their own equipment and/or display material to the Hotel and for removal of equipment and/or display material. The official drayage confirmation shall control all traffic into and out of the Exhibition area to minimize delays and tie-ups. The Exhibitor assumes full responsibility for the delivery of its materials to the space, which is assigned for the purpose of exhibiting its product, service, or materials. The Association assumes no responsibility for the performance of services by common carrier, express services, the US mail, and telephone companies, or any other service for which the Exhibitor may wish to make a confirmation.
**MOVE-IN:** Exhibit material cannot be received at the Hotel prior to the move-in date. Exhibitor must complete installation of its exhibit in confirmed space no later than 1:00pm CST, May 23, 2017. Should Exhibitor fail to do so, Exhibitor will be deemed a “No Show” and its space shall be subject to reassignment or cancellation without notice (unless ACNM Management has earlier approved Exhibitor’s late arrival). Should Exhibitor arrive after this deadline, ACNM Management reserves the right to assign or withhold space, and any new space assigned shall be subject to the terms and conditions of the confirmation as if it were Exhibitor’s original confirmed space.

**MOVE-OUT:** Exhibitor must not dismantle exhibit nor beginpacking before the final closing of the Exhibition on May 24, 2017 at 2:45pm CST. Permission from ACNM is required for delivery or removal of any portion of an exhibit during the open Exhibition hours. Exhibitor shall remove all its property from the Hotel by 6:00pm CST, May 24, 2017. If such property is not removed within the period of time for move-out, ACNM may remove such property at Exhibitor’s expense. The advance written approval of ACNM shall be required for any additional move-in/ or move-out time. Exhibitor agrees that if ACNM should receive, handle, or have in its care or custody Exhibitor’s property, of any kind, shipped or otherwise delivered to the Hotel prior to, during, or following the Exhibition, ACNM shall act solely for the accommodation of Exhibitor and ACNM shall not be liable for any loss, damage, or injury to such property.

**“EARLY TEARDOWN” POLICY:** Early teardown or dismantling of booths by exhibitors is strictly prohibited. Early teardown or dismantling disrupts the integrity of the show and endangers attendees still in the exhibit hall. By signing the booth space agree- ment, exhibitors agree to remain on the exhibit hall floor with their booths fully in place until the official close of the trade show, as stated above. Any exhibitors dismantling their booths prior to the scheduled time will be penalized a $250 fine and loss of priority points. Show Management will monitor and enforce this policy. Please plan your travel accordingly.

**RESTRICTIONS:** Exhibitor’s activities shall be restricted to Exhibitor’s booth space only. ACNM reserves the right to restrict, reject, prohibit, or eject any exhibit, in whole or in part, which becomes objectionable due to noise, safety hazards, or other reasons. ACNM reserves the right to deny access to or eject any person whose behavior becomes objectionable. In any such event, no refunds will be issued.

**ADVERTISING, CIRCULARS, AND SOLICITATION:** ACNM reserves the right to prohibit distribution of souvenirs, advertising matter, or any other materials. Distribution from anywhere other than within Exhibitor’s booth is forbidden.

**SUBLÉASING/SHARING SPACE:** Exhibitor shall not assign or sublet this confirmation, in whole or in part, nor exhibit any products or services other than those manufactured or handled by Exhibitor’s normal course of business, nor permit any third party to solicit business in Exhibitor’s space. Multiple-company sharing of exhibit space is not permitted. Exceptions shall require advance written permission from ACNM.

**COMPETING EVENTS:** Exhibitor shall not conduct any competing event during official ACNM hours. Such meetings must be approved by exhibits manager and are subject to a fee.

**MUSIC:** Due to licensing restrictions, the use of mu- sic in presentations, including video presentations, is generally prohibited unless Exhibitor provides and pays for a license from Broadcast Music Industry (BMI), American Society of Composers & Performers (ASCAP), or Society of European Stage Authors and Composers (SESAC) certification and licensing.

**SOUND LEVELS:** Sound levels of presentations must be kept at or below 85 decibels and not interfere with surrounding exhibits.

**BOOTH PERSONNEL:** Exhibitor must have staff present and available during all open Exhibition hours. Exhibitor’s personnel shall conduct themselves in a professional manner at all times.

**PHOTOGRAPHY AND VIDEO TAPING:** Neither photography nor video-taping are permitted in the Hotel without the express written consent of ACNM.

**CHILDREN:** Under 18 years of age will be allowed on the show floor during Exhibition set-up and teardown hours. During open exhibit hours, children 12 years old and under must be accompanied by a supervising adult at all times. Parents of younger children may request an exemption from ACNM. No matter what the age of the child, as a condition of the child’s admission to the Exhibit Hall, parents must agree to abide by ACNM’s rules regarding children and to be responsible for the child and assume all responsibility for damage to exhibits and equipment.

**FOOD AND ALCOHOL:** The Hotel is the exclusive provider of beverages and catering services within the Hotel. Any Exhibitor offering alcoholic beverages at any event held in conjunction with ACNM must (i) carry a minimum of two million dollars ($2,000,000.00) in liquor liability insurance during the event and (ii) comply with all the rules and requirements of the Hotel as well as the ACNM alcohol policy, which may be obtained from ACNM upon request.

**AMERICANS WITH DISABILITIES ACT (ADA):** Exhibitor is solely responsible for ensuring that its booth is in full compliance with the ADA, and for all costs related thereto.

**FORCE MAJEURE:** ACNM may suspend or terminate this confirmation without penalty in the event the Hotel becomes unacceptable, is destroyed or damaged, or it becomes inadvisable, impracticable, illegal, or impossible to hold the ACNM Meeting as scheduled due to any event beyond the control of ACNM, including but not limited to the following: strike; lockout; injunction; emergency; act of God; war; curtailment of local, national, or international transportation facilities with a significant impact on domestic and/ or international travel; and economic factors which make it impractical for ACNM to hold the Exhibit as scheduled or otherwise perform its obligations hereunder (including the unavailability or inadequacy of any hotel, headquarters, hotel(s), or necessary expansion space). In such an event, Exhibitor hereby waives any and all claims and claims for damages and agrees that the sole liability of ACNM shall be to refund to Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by ACNM, such as, but not limited to, advertising, Hotel fees, etc., to the extent any monies remain after payment of such expenses.

**INSURANCE:** Exhibitor shall carry adequate insurance to protect itself against bodily injury (including death) and property damage claims or damage to ACNM or property of others while on ACNM premises or in ACNM, including but not limited to (i) worker’s compensation as required by law and (ii) commercial general liability insurance in such amounts as are adequate, but in no event less than one million US dollars ($1,000,000.00) combined single limit for both bodily injury and property damage. Said insurance shall name ACNM as additional insured, shall contain an endorsement that such policy shall remain in full force and effect notwithstanding that the insured has waived its right of action against any party prior to the occurrence of a loss, and shall require the insurer to waive all rights of subrogation against ACNM. Further, said insurance shall include a provision for notification to ACNM at least forty-eight (48) days prior to cancellation. Exhibitor shall furnish ACNM with a Certificate of Insurance verifying such coverage 45 days prior to move in day. Exhibitor shall not do any act or thing in the Hotel which might violate any insurance policy held by ACNM.

**DAMAGE TO HOTEL:** Exhibitor shall be solely responsible for any and all damage to the Hotel caused by Exhibitor, its confirmations, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subconfirmations.

**INDEMNIFICATION:** Exhibitor agrees to defend, indemnify, and hold harmless ACNM, the Hotel, the Operator, and their respective officers, directors, employees, agents and from and against any and all claims, demands, actions, causes of action, penalties, judgments, and liabilities (including court costs, reasonable attorney fees incurred in connection or arising out of any act, omission, negligence, misconduct, or breach of any material condition of this confirmation by Exhibitor, its confirmations, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subconfirmations.

**NO LIABILITY:** ACNM and its agents will use reasonable care to protect Exhibitor against loss. The responsibility of ACNM to Exhibitor does not extend beyond such endeavors; provided, however, that ACNM may choose to provide a refund in an amount up to the fees actually paid by Exhibitor, in its sole discretion. In no event shall ACNM be liable for any indirect, consequential, punitive, or incidental damages, even if the event that ACNM needs to bring a suit to enforce any of its rights out- lined, they shall be entitled to recover all costs from the suit (including attorney’s fees) from Exhibitor.

**GENERAL:** The parties are independent contractors with respect to each other, and nothing herein shall create any association, partnership, joint venture, or agency relationship between the parties. Neither party has any right or authority to assume or to create any obligation or responsibility on behalf of the other party except as otherwise provided herein. The parties agree that all rights and obligations provided in this Agreement which do not expressly terminate pursuant to this Agreement shall survive beyond the term of this Agreement and shall remain in full force and effect in perpetuity. This Agreement represents the entire agreement of the parties and supersedes any other understanding of the parties concerning the subject matter hereon. This confirmation may be modified only with the written consent of ACNM Management. The waiver of a breach of any of the terms hereof or of any default hereunder, shall not be deemed a waiver of any subsequent breach or default, whether of the same or similar nature, and shall not in any way affect the other terms hereof. No waiver or modification shall be valid or binding unless in writing and signed by the waiving party. All provisions of this Agreement shall be severable and no provision shall be affected by the invalidity of any other provision to the extent that such invalidity does not also render such other provision invalid. All notices required under this con- firmation shall be considered given when deposited in the US mail, certified, return receipt requested, addressed to the respective parties as listed on the first page of this confirmation.

**SALES TAX:** Notice to any booths or tabletops that are selling goods within the exhibit hall. It is the applicant’s responsibility to submit sales and tax returns to the Illinois Department of Revenue. If you have any additional questions concerning sales tax, please contact the Department of Revenue directly. Please allow 2 to 4 weeks for this application to be processed.

**LAWS:** Exhibitor agrees that the sole jurisdiction and venue for any litigation arising from or relating to this confirmation shall be an appropriate federal or state court located in the State of Illinois. Exhibitor hereby waives trial by jury in any action, proceeding, or counterclaim brought by or against ACNM with respect to this confirmation. In the event that ACNM needs to bring a suit to enforce any of its rights out- lined, they shall be entitled to recover all costs from the suit (including attorney’s fees) from Exhibitor.

**PHOTOGRAPHY AND VIDEO TAPING:** No photography nor video-taping are permitted in the Hotel without the express written consent of ACNM.