American Academy of Ambulatory Care Nursing

40th Annual Conference

The premier conference for ambulatory and telehealth nurses.

April 15-18, 2015
Hilton Orlando
Lake Buena Vista, FL

Exhibit Prospectus

aacn American Academy of Ambulatory Care Nursing

Many settings. Multiple roles. One unifying specialty.

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The premier conference for ambulatory and telehealth nurses.

April 15-18, 2015 — Hilton Orlando
Lake Buena Vista, FL

Dear Exhibitor:

The American Academy of Ambulatory Care Nursing (AAACN) is planning its 40th Annual Conference to be held April 15-18, 2015, at the Hilton Orlando Lake Buena Vista in Lake Buena Vista, FL.

AAACN would like to invite you to become an exhibitor. As an exhibitor you will have an outstanding opportunity to personally present your important sales and marketing message to hundreds of ambulatory care nursing leaders. The 2015 conference in Lake Buena Vista is anticipating over 750 attendees!

The American Academy of Ambulatory Care Nursing (AAACN) is the association of professional nurses who identify ambulatory care nursing as essential to the continuum of high quality, cost effective care.

AAACN Goals

- **Be the voice of ambulatory care nursing**
- **Build collaborative relationships**
- **Promote professional practice**
- **Strengthen the AAACN resource base**
- **Stimulate innovative thinking**
- **Develop AAACN leadership ability & capacity**

The exhibit hall will be well attended, insuring high visibility for your booth and products. Program hours and exhibit hours have been coordinated to be mutually exclusive – that is, your exhibit time will not compete with programs or other activities. A continental breakfast, dessert break and two refreshment breaks will be held within the exhibit hall, insuring outstanding exposure.

Can your company afford to miss this opportunity? Your exhibit fee for a 10'x10' booth is $1450. Each booth will include a 6-foot draped table and two chairs. Electricity is available for an additional fee of $150.

Take advantage of this special opportunity to exhibit among some of the most influential ambulatory care nursing leaders in the nation. Join us for AAACN's 40th Annual Conference in Florida!

Sincerely,

Tom Greene
Director of Marketing
856-256-2367 • tom.greene@ajj.com

Reserve your Exhibit Space Now!

SPACE ASSIGNMENT/FEES

All applications for space must be filed on the form provided by the AAACN Conference. Duplicate copies of this form and please keep one for your files. The AAACN Conference may, at its discretion, accept of reject any application for space. AAACN Corporate members are assigned on a priority basis.

TERMS OF PAYMENT AND CANCELLATIONS

A deposit in the amount of 50% for each exhibit space is required at the time of application for space. AAACN accepts VISA, MC and AMEX along with check payments. The balance of payment shall be due upon receipt of confirmation. Assignments not rejected by the exhibitor within 14 days from the notification space assignment will be considered accepted by the exhibitor and may, thereafter, be rejected or the contract cancelled only with the approval of the Exhibit Manager.

Should any contingency prevent holding of the conference or exhibition, the sponsoring group shall not be held liable for any expense incurred by the exhibitor.

Exhibitors canceling before January 16, 2015 will forfeit their deposits. Exhibitors canceling after this date will be charged full space rental, whether the space is paid in full or not.

EXHIBITOR SERVICES

The following services will be provided to exhibitors at no additional charge:

- Pre-Registration list of attendees distributed on-site
- Pipe/drape with ID sign and wastebasket.
- Six-foot draped table with 2 chairs.
- Security Guard service during exhibit set up and exhibit days.
- Daily cleaning of aisles in exhibit area.

SPECIAL REGULATIONS

Subletting of Space – The subletting or assigning of space is prohibited. Two or more companies may not exhibit in a single space unless special arrangements have been made with the Exhibit Manager.

Conduct – Unethical conduct or infraction of rules on the part of the exhibitor or his or her representatives or both will subject the exhibitors or his or her representatives or both to dismissal from the exhibit hall. In this event, it is agreed the AAACN Conference shall make no refund and the exhibitor or his or her representatives will make no demand for redress. Disregard for any rule stated here is considered just reason for the AAACN Conference to prohibit an exhibitor from attending all future AAACN Conference activities.

SECURITY AND LIABILITY

Security may be provided during non-exhibit hours. However, each exhibitor must make provision to safeguard his/her goods from the time they are placed in the exhibit area until he/she removes them.

The AAACN Conference, Exhibit Manager, Anthony J. Jannetti, Inc., nor the Hilton will act for the exhibitor and his/her representative only in the capacity of agency, and not as principal; and that the AAACN Conference, Anthony J. Jannetti, Inc. and the Hilton assume no liability whatsoever from damages, for any act of omission or commission on connections with said agency, and that the exhibitor and his/her representatives hereby release the AAACN Conference, Anthony J. Jannetti, Inc. and the Hilton for any liability for loss ensuing from any cause whatsoever.

The rules and regulations are to be construed as part of all space contracts. The AAACN Conference reserves the right to interpret them as well as make final decisions on all point the rules and regulations do not specifically cover.

HOTEL ACCOMMODATIONS

Information regarding hotel accommodations will be provided at the time space assignment is confirmed by the AAACN Conference. Exhibitors are reminded that hotel rooms are reserved on a first-come, first-served basis and should plan to make arrangements as early as possible. No hotel accommodations will be made for non-exhibiting firms.

SHIPPING INSTRUCTIONS

The AAACN Conference has made arrangements on behalf of the exhibitors with the decorating/drayage firm to receive, store and deliver exhibits directly to the Exhibit Hall on set-up day. All Shipments must be consigned as follows:

TO: ***AAACN***
c/o Brede/Allied Convetion Services
2502 Lake Orange Drive
Orlando, FL 32837

FOR: ***Company Name & Booth #***
AAACN Conference

REGISTRATION

All confirmed exhibitors will have the opportunity to pre-register their personnel. It is to the exhibitor's advantage to register early so as to avoid delays on site.

E-mail personnel names to: aaacnbadge@ajj.com.

The official registration area will be open daily. All attendees will be required to register, and admission to the exhibits will be by badge only. A special exhibitor registration area will be provided.

Communications with reference to exhibits at the AAACN Conference should be addressed to:

AAACN Conference

Tom Greene, Director of Marketing
Heidi Perret, Marketing Coordinator

AAACN National Office
East Holly Avenue/Box 56
Pitman, NJ 08071
Phone 856-256-2375
Fax 856-589-7463
email: heidi.perret@ajj.com

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Many settings. Multiple roles. One unifying specialty.

40th Annual Conference
April 15-18, 2015 ✷ Hilton Orlando, Lake Buena Vista, FL

2015 EXHIBITOR APPLICATION

Complete and return to:
AAACN Exhibits
AAACN National Office
East Holly Avenue/Box 56
Pitman, NJ 08071-0056
Phone: 856-256-2375/ Fax: 856-589-7463
email: heidi.perret@ajj.com

For AAACN use only
Received _____
Booth Assigned _____

We hereby apply, subject to the terms of your printed materials, for exhibit space at the following conference: American Association of Ambulatory Care Nursing (AAACN), April 15-18, 2015 in Lake Buena Vista, FL.

Please list company name as identification sign should be printed:

Company Name: _____

Contact (Please Print): _____

Address: _____

City: _____State: _____ Zip _____

Telephone: _____ Fax: _____

E-Mail:_____Web Address: _____

☐ **Fee: $1,450 per 10'x10' booth / ☐ Check here if you require electricity ($150 additional)**

AAACN also accepts, VISA, MC and AMEX

____VISA _____MC _____AMEX Amount to be charged _____

Credit card # _____

Expiration Date _____ Security Code # _____

Billing address on card: street# _____zip code _____

Name on Credit Card: _____

Signature: _____

We agree that:
1. **Exhibits are 10' x 10'. Fee is $1,450 per booth.** ***AAACN Tax ID #51-0231130***
2. Payment in full for each exhibit space is requested.

Checks can be made payable to AAACN and mailed directly to:
AAACN Exhibits, East Holly Avenue, Box 56, Pitman, NJ 08071

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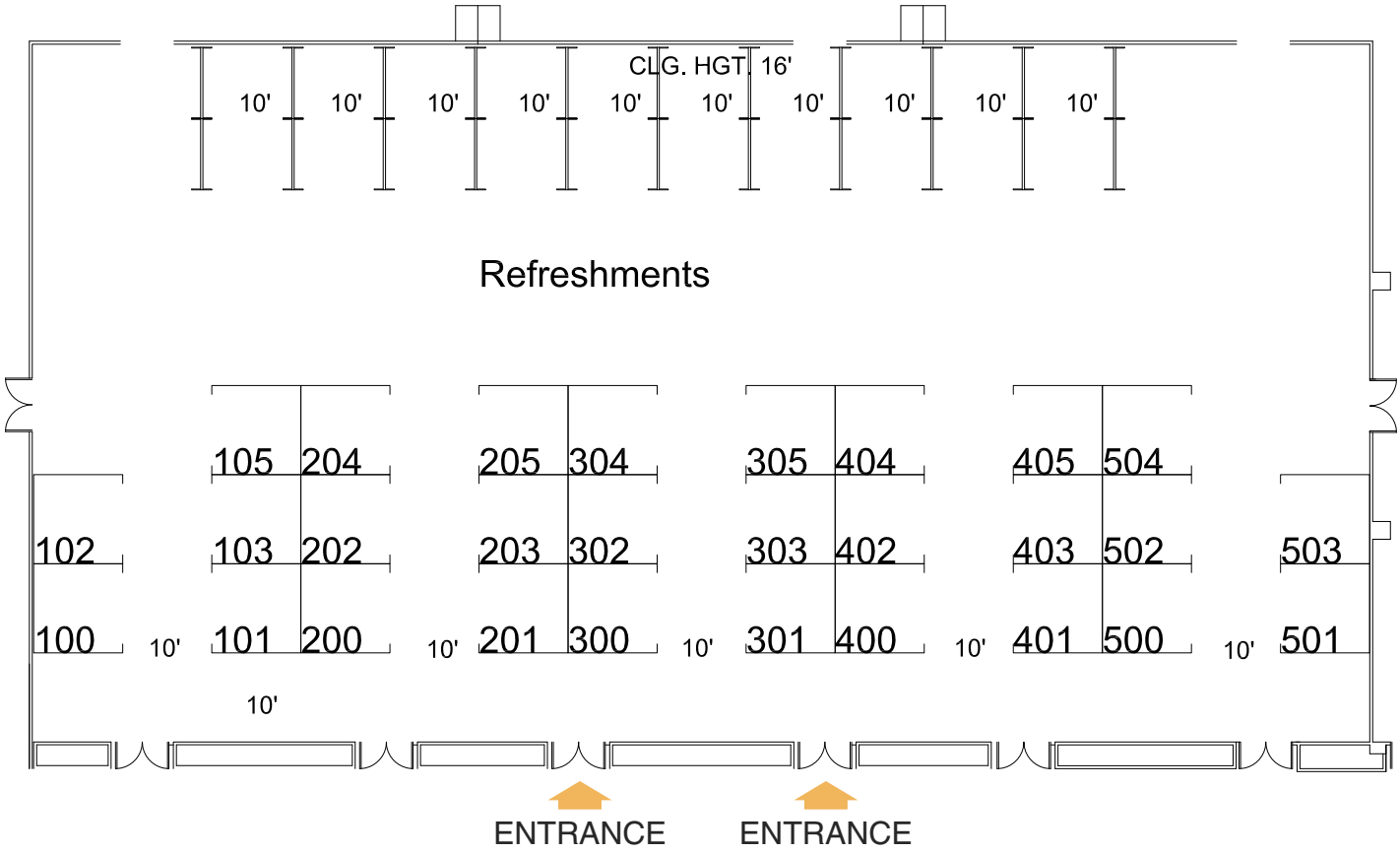
40th Annual Conference

Conference Dates: April 15-18, 2015 – Exhibit Dates: April 16-17, 2015

Hilton Orlando Lake Buena Vista – Lake Buena Vista, FL

EXHIBIT HALL – International Ballroom



2015 Exhibit Schedule

Wednesday, April 15

Exhibits Setup
12:00 pm – 5:00 pm

Booth cost $1450
additional $150 for electricity

AAACN reserves the right to modify the schedule at any time. Exhibitors will be notified if this occurs.

Thursday, April 16

Exhibits Open
9:15 am – 10:30 am
Refreshment Break in Exhibit Area

Exhibits Open
3:00 pm – 4:00 pm
Dessert Break in Exhibit Area

Friday, April 17

Exhibits Open
7:00 am – 8:00 am
Continental Breakfast in Exhibit Area

Exhibits Open
9:15 am – 10:30 am
Refreshment in Exhibit Area

Exhibits Teardown
10:30 am – 2:00 pm

AJJ-14-45

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Official Conference Program Book Advertising Form

One Page	8" x 5"	$500	Trim Size	6" x 9"
Half Page Horizontal	5" x 4 1/4"	$300	Bleed Size (No Bleed Charge)	6 1/4 " x 9 1/4"
4 Color	$400 Additional			

HI-RES PDF PREFERRED / NO Agency or Cash Discount extended

☐ **One Page** ☐ **Half Page** ☐ **4 Color** ☐ **Black/White**

Closing date for reserving advertising space is **March 11, 2015**.
Please forward all ad materials **(PDF Preferred)** to the following address by **March 18, 2015**:

Heidi Perret, Marketing Coordinator
AAACN PROGRAM BOOK
East Holly Avenue/Box 56
Pitman, NJ 08071-0056
Telephone: 856-256-2375 Fax: 856-589-7463
E-mail: **heidi.perret@ajj.com**

Check should be made payable to AAACN (Tax ID # 51-0231130)**:**

Company Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Email: _____

Contact Name: _____ Title: _____
(Please Print)

Signed: _____ Date: _____

AAACN also accepts, VISA, MC and AMEX

____VISA _____MC _____AMEX amount to be charged _____

Credit card # _____ exp date _____

Security Code # _____ Name on Credit Card: _____

Billing Address on card: street # _____ zip code _____

Signature: _____

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40TH ANNUAL CONFERENCE — LAKE BUENA VISTA, FL
HILTON ORLANDO / APRIL 15-18. 2015

SPONSORSHIP OPPORTUNITIES

In addition to exhibiting with us, you are invited to enhance your exhibit presence at the 40th Annual conference by participating as a sponsor. Sponsorship of a conference event is an excellent way for your company to gain additional exposure for your products or services and at the same time, communicate your recognition of and support for the members of AAACN.

The following list contains some of the events available for sponsorship and the costs. Partial contributions are also welcome. A sign will be posted citing your sponsorship of the event, and recognition will be provided in conference materials. Your company will also be verbally recognized in the business meeting as a sponsor.

Coffee Breaks/Refreshment Breaks (Companies may wish to provide their own coffee mugs for even more exposure.)	**each / $2,500**
Attendee Lanyards	**$2,500**
Educational Speaker Sponsorship (Includes Complimentary Exhibit Booth)	**each / $3,500**
Attendee Tote Bags (AAACN logo and your company's logo displayed – Includes Complimentary Exhibit Booth)	**$3,500**
Keynote Address	**$5,000**
Mobile App	**$6,000**
Continental Breakfast	**each / $7,500**
Networking Luncheon	**$10,000**
Opening Reception	**$15,000**

Company Name _____ Contact _____

Address _____

City _____ State _____ Zip Code _____

Telephone_____ Fax_____ Email _____

Sponsoring _____ **Amount** _____

AAACN also accepts, VISA, MC and AMEX

____VISA _____MC _____AMEX amount to be charged _____

Credit card # _____ exp date _____

Security Code # _____ Name on Credit Card:_____

Billing Address on card: street # _____ zip code _____

Signature:_____

Please forward completed certificate along with check made payable to AAACN to:
AAACN, East Holly Avenue, Box 56, Pitman, NJ 08071

For more information, please contact: Tom Greene, tom.greene@ajj.com Phone: 856-256-2367, Fax: 856-589-7463