



EXHIBIT CONFIRMATION NOTICE
41ST ANNUAL CONFERENCE
MAY 18-21, 2016
PALM SPRINGS CONVENTION CENTER & RENAISSANCE HOTEL / PALM SPRINGS, CA

Dear Exhibitor:

Thank you for submitting your application for exhibit space for AAACN's 41st Annual Conference to be held May 18-21, 2016. We look forward to working with you on a successful conference. Exhibits will be open on May 19 and 20, 2016.

Exhibit Information

Please note the following information relating to your exhibit.

Any unpaid balances are due immediately. If you should need an invoice for your booth balance, please contact Heidi Perret at heidi.perret@ajj.com

Hotel Reservations - You are responsible for making your own hotel reservations. Hotel rooms are reserved on a first-come, first-served basis. Exhibitors should plan to make arrangements as early as possible. The cut off date for reservations is April 17, 2016. Make online hotel reservations directly on the AAACN website: www.aacn.org click on 2016 Annual Conference for hotel reservation details, or phone the hotel directly at 800-228-9290. Room rates are \$179 single/double per night, plus tax. **Online reservations are preferred.**

Advance registration for booth personnel. As part of your commercial booth fees, you are entitled to three complimentary booth registrations per 10' x 10' booth. Which you can **NOW** register online at [EventRebels](#), **using your booth # as your USERNAME, and the code provided in your email as your PASSWORD.** If however, additional badges are needed, please **click on Resources** and **click on the AAACN Exhibitor Badge Form fill out and return to aaacnbadge@ajj.com.** no later than April 22, 2016. **All additional badges must be prepaid and can be purchased for \$25 each.**

Floor plan - Can be viewed by [clicking here](#) Exhibits will be located in Oasis 2/Convention Center.

Official Attendee Registration Brochure - Can be found online at: www.aacn.org

Attendee Registration Mailing List - An order form to purchase the list of AAACN's attendees is included. The cost of this list is \$200 and is for **one-time** use only, (the list does not include email addresses or phone numbers). All orders must be prepaid. All exhibiting companies will receive a pre-registration list of attendees on-site.

AAACN Additional Networking Opportunities

Networking is always an important part of the Conference. AAACN invites you and your representatives to join colleagues and friends for the following events as we celebrate ambulatory care nursing:

AAACN Opening Reception/Silent Auction – Wednesday May 18, 7:00 pm – 9:00 pm

Expect an evening of good times, hors'd'oeuvres, and great refreshments in Oasis 3A/Convention Center. Any contributions of item(s) from participating exhibitors to the Silent Auction are welcome! See Participation Form below for more details.

AAACN Networking Box Lunch – Thursday May 19, 11:45 am – 1:00 pm

Join all the attendees for lunch in Grand Ballroom/Hotel!

2016 Confirmation Letter

Exhibit services contractor

Innovative Expo has been selected to serve as the official service/drayage contractor. The service kit will be e-mailed to your attention shortly (make sure to check your SPAM folder). All questions regarding shipping and labor should be directed to Innovative Expo. **Any questions regarding your booth needs please contact the Innovative Expo customer service directly at phone 760-343-2555 or via email at service@innovativeexpo.com.** Please note advance shipping/drayage address, plan to have your shipment arrive no later than May 4, 2016.

**Exhibiting company name, booth #
AAACN 2016 Annual Conference
c/o YRC Freight
18298 Slover Avenue
Bloomington, CA 92316**

EXHIBIT SCHEDULE

Wednesday, May 18	Exhibitor Set-up	12:00 pm - 5:00 pm	All Exhibitors Set-Up
Thursday, May 19	Exhibits Open	9:15 am - 10:30 am	Refreshment Break
	Exhibits Open	3:00 pm - 4:00 pm	Dessert Break
Friday, May 20	Exhibits Open	7:00 am - 8:00 am	Continental Breakfast
	Exhibits Open	9:15 am - 10:30 am	Refreshment Break
	Exhibit Dismantling	10:30 am - 2:00 pm	

Booth Construction (10'x10')

AAACN will provide all exhibitors with pipe and drape, an identification sign, a 6' draped table and two (2) chairs. The exhibit area is carpeted. Exhibit spaces do not include electricity.

Security

AAACN will have a security guard to check badges upon entering the hall. Exhibitors must make arrangements to safeguard valuable property. AAACN is not responsible for any losses incurred by exhibitors.

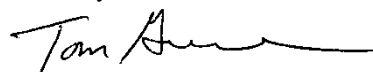
AAACN Exhibitor Policies

Admission to the exhibit area is by badge only. Exhibitors will be permitted into the exhibit hall 45 minutes prior to opening and must be out of the hall within 30 minutes of closing each day. There will be no exceptions to this policy. Sales meetings and client meetings will not be permitted within the exhibit hall beyond the times outlined above.

As outlined within the exhibitor prospectus, AAACN has numerous policies regarding its exhibit hall. It is impractical to reiterate all rules and regulations here, but exhibitors are reminded to review these policies once again. All exhibitors are expected to adhere to all rules, regulations, and policies governing AAACN's Conference.

We look forward to working with you in making AAACN's 41st Annual Conference a successful event! Please contact us if we may provide additional information. Thank you.

Sincerely,



Tom Greene
Director of Marketing
856.256.2367 / 856.589.7463 (fax)
tom.greene@aacn.org



Many settings. Multiple roles. One unifying specialty.

**2016 Annual Conference
PALM SPRINGS, CA / MAY 18-21, 2016**

Exhibit Badges:

Advance registration for booth personnel. As part of your commercial booth fees, you are entitled to three complimentary booth registrations per 10' x 10' booth. Which you can **NOW** register online at [EventRebels](#), using your booth # as your **USERNAME**, and the code provided in your email as your **PASSWORD**. If however, additional badges are needed, please fill out the below and **return to aaacnbadge@ajj.com**. no later than April 22, 2016. **All additional badges must be prepaid and can be purchased for \$25 each.**

Please complete, and e-mail this form to: aaacnbadge@ajj.com

Exhibiting Company Name: _____ Booth # _____

Additional Booth Personnel
(\$25 apiece) all additional badges must be prepaid.

Email addresses*:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

* email addresses will only be used for our post-con exhibitor survey

<p>Payment by Check (AAACN Tax ID No.51-0231130) Mail check payable in U.S. Funds to: <i>AAACN Annual Conference</i> Postal - Box 56, Pitman, NJ 08071-0056 UPS/Overnight Service – 200 East Holly Avenue, <i>Sewell, NJ 08080</i> 856-256-2375 / Fax 856-589-7463</p>	<p>Full Payment by Credit Card (AAACN Tax ID No. 51-0231130) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX</p> <p>Name on Credit Card _____</p> <p>Credit Card Number _____</p> <p>Charge Amount _____</p> <p>Expiration Date _____ Security Code _____</p> <p>Credit Billing address street # _____ zip code _____</p> <p>Signature _____</p>
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As a service available exclusively for exhibitors at this year's Annual Conference, AAACN will make its list of attendees available. The rental cost for the list is \$200. NOTE: Each exhibiting company will receive one listing of attendees when they pick up their registration materials onsite as part of your booth fee.

Send us a list of registrants for AAACN 41st Annual Conference. Enclosed is a copy of our mailing piece.

All lists are provided via e-mail as an Excel formatted electronic file.
Please note: Email addresses and phone numbers are not included in this list.

E-mail list to: _____

Date Requested: _____

Following are payment and shipping instructions:

Method of Payment:	<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> AMEX	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
\$200 Per Use	Name on Credit Card _____			
	Credit Card Number _____			
	Charge Amount \$ _____		Expiration Date _____	
	Billing Address on card, street # _____ zip code _____			
	Security Code _____			
AAACN Tax ID No.51-0231130	Signature _____			

We understand that the list is for **one-time** use only. **All orders must be prepaid.** Exhibitor agrees to use the list one-time only per the sample piece submitted.

Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

Signature _____ Date _____

Any questions about the list and all correspondence should be directed to:

Heidi Perret, Marketing Coordinator
American Academy of Ambulatory Care Nursing
East Holly Avenue / Box 56
Pitman, NJ 08071-0056
856-256-2375 / Fax 856-589-7463
heidi.perret@ajj.com

LIST OF ATTENDEES * May 18-21, 2016



Many settings. Multiple roles. One unifying specialty.

Application for Attendee Registration Stuffer and Literature Display

41ST ANNUAL CONFERENCE – MAY 18-21, 2016
PALM SPRINGS CONVENTION CENTER & RENAISSANCE HOTEL / PALM SPRINGS, CA

Yes, I want to take advantage of this Special Offer!

Must be Prepaid

Cost is \$500 which includes both programs - 800 promo pieces are required.

**Your materials will not be returned. We are not responsible for no-shows.

Name: _____

Company: _____

Address: _____

Phone: _____ Email _____

Signature: _____

Wednesday April 27, 2016 is the deadline for all reservations.

All promotional materials must be no larger than 8 1/2" x 11" and must arrive no later than Wednesday May 4, 2016. Ship materials to:

TO: AAACN 2016 Annual Conference
c/o YRC Freight
18298 Slover Avenue
Bloomington, CA 92316
FOR: AAACN Registration Materials – Tom Greene

Also send the shipping/tracking and a sample of the flyer (.pdf is fine) to heidi.perret@ajj.com no later than Wednesday May 4, 2016.

AAACN also accepts, VISA, MC and AMEX (AAACN Tax ID No.51-0231130)

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: _____

Complete the above and return with payment in U.S. dollars to:
AAACN 2016 Annual Conference
c/o Heidi Perret
East Holly Ave., Box 56, Pitman, NJ 08071
856-256-2375, fax: 856-589-7463, email: heidi.perret@ajj.com



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Participation in Silent Auction

**41ST ANNUAL CONFERENCE – MAY 18-21, 2016
PALM SPRINGS CONVENTION CENTER & RENAISSANCE HOTEL / PALM SPRINGS, CA**

____ **Yes**, I would like to participate in the AAACN Silent Auction

No Fee to sign up.

Exhibitors are invited to donate an item(s) of your choice to the Silent Auction that supports the AAACN Scholarship Fund.

The Opening Reception and Silent Auction will take place Wednesday, May 18, 2016.

Your donation (can be your product, wine basket, cookie basket – anything that you think would be a fun item for bidding, items from your home state, nursing memorabilia, jewelry, educational materials, gift certificates, etc.) this will provide you additional visibility (your donation will have a sign saying “Donated by company name and booth number, Stop by and see us !!”) as well as supporting the AAACN Scholarship Fund.

Drop off your donation at the Registration Desk prior to Wednesday evening, and be sure to attend this event to network with attendees while enjoying complimentary light hors d'oeuvres.

Cash bar provided ~ Exhibitor badge required for admission.

Name: _____

Company: _____

Address: _____

Phone: _____ Email _____

Item(s) for donation: _____

Estimated Value: _____

Submit this donation form no later than Friday, April 29, 2016 to participate.

Complete the above and return to:
AAACN 2016 Annual Conference
c/o Heidi Perret
East Holly Ave., Box 56, Pitman, NJ 08071
856-256-2375, fax: 856-589-7463, email: heidi.perret@ajj.com

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	6 1/4" x 9 1/4"
4 Color	\$400 Additional		(No Bleed Charge)	
HI-RES PDF PREFERRED / NO AGENCY OR CASH DISCOUNT EXTENDED / ADS MUST BE PREPAID				

One Page Half Page 4 Color Black/White

Closing date for reserving advertising space is **April 8, 2016**.
Please forward all ad materials (**PDF Preferred**) to the following address by **April 15, 2016**:

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

Company Name: _____

Address: _____

City, State, Zip Code: _____

Contact Name: _____
(Please Print)

Telephone: _____ Email: _____

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

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: _____