

# 10th International Aerosol conference (IAC)

*(Hosted by the American Association for Aerosol Research – AAAR)*

## September 2-7, 2018

America's Center | St. Louis, Missouri

### EXHIBITOR PROSPECTUS

#### DEAR FELLOW EXHIBITORS:

The American Association for Aerosol Research (AAAR) is hosting the **10th International Aerosol Conference (IAC)**, to be held **September 2-7, 2018**, at the **America's Center in St. Louis, Missouri, USA**, and we cordially invite you to participate. Building on the success of prior conferences, we anticipate between 1,200 and 1,500 attendees and are sure that you will enjoy vast networking opportunities to demonstrate and discuss your company's products and services.

The Exhibition will formally open at 9:20 AM on Monday, September 3, and run through Thursday afternoon, September 6. Booth set-up is scheduled for Sunday afternoon, September 2. A grand Welcome Reception will be held on Monday evening. As in years past, the poster sessions and Welcome Reception will be hosted in the exhibit area. Please refer to page 3 for more details concerning booth set-up, exhibit hours, the Welcome Reception and more. For more information about the conference, please visit [WWW.2018IAC.ORG](http://WWW.2018IAC.ORG)

Included in your exhibit fee, two (2) booth staff will receive full access to all scientific sessions. There is a **\$350** fee for each additional booth staff member. The only exception to this is if one or both of your booth

staff are presenting at the conference. If so, he/she will be required, as a conference presenter, to register for the conference. Each registered exhibit staff member will receive:

- › Full conference materials
- › Access to all social functions, including the Welcome Reception, coffee breaks and box lunch
- › Complimentary WiFi in the exhibit area

In addition, each exhibitor will receive from AAAR an electronic attendee list two weeks prior to the conference, followed by a list of on-site registrants after the conference.

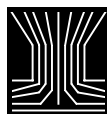
Please join us for the

#### 10TH INTERNATIONAL AEROSOL CONFERENCE

We look forward to seeing you in St. Louis!

AMERICAN ASSOCIATION FOR AEROSOL RESEARCH

**JULIE STONE** | 2018 IAC EXHIBIT CHAIR



## INFORMATION AND RULES GOVERNING THE EXHIBIT

By submitting the Exhibit Reservation Form on page 11, exhibitor agrees that the conference organizers retain the right to refuse or rescind exhibit privileges if abused by behavior deemed unacceptable by the organizers.

### SPONSORSHIP OPPORTUNITIES

In addition to the exhibit, there are several sponsorship opportunities available at the 2018 IAC. With more than 1,200 attendees expected, sponsorship is an excellent way to provide publicity for your organization. Please note that sponsorship of some items is on a first-come, first-served basis. See [page 9](#) for details and complete the Sponsorship Contract on [page 10](#).

### EXHIBITOR INFORMATION

#### BOOTH DESCRIPTION

Booths are ten (10) feet wide, ten (10) feet deep, and eight (8) feet high. We provide a pipe and draped 8-foot high backdrop, 36-inch side rail, and a two-line (maximum) name sign. Display materials between adjoining booths shall be limited to the front three (3) feet of the booth of no more than 36 inches. Display materials in booths where wall space is not available, or in booths which are back-to-back, shall not extend above the exhibitor's name panel at the back of the booth.

Booths shall strictly conform to these specifications. Any deviations from the specifications of this section including, but not limited to, displays/exhibitors that are disruptive to the conference shall be in violation of this contract and shall be grounds for removal of the exhibitor from the conference.

#### BOOTH ASSIGNMENT

Priority for booth assignment(s) will be made on a first-come, first-served basis as follows:

- ▶ AAAR Organizational Members will receive the booth selection materials first. Two (2) working days later, all non-organizational (standard) booth companies/exhibitors will be emailed the materials. In all cases, a booth number will not be confirmed until payment is received.
- ▶ Management reserves the right to make any revisions necessary to the floor plan. It is also understood that if a change impacts your booth assignment, you will be notified.

If you have a concern about being near a competitor's booth, please contact **Bill Carney, bcarney@aar.org** or **703-234-4128**.

#### CONTRACT FOR SPACE:

All contracts are subject to the rules and regulations herein given. All applications **must be accompanied by full payment** to cover the total cost of the space. Booth locations will **NOT** be assigned until full payment is received. A refund of fifty (50) percent of fees paid by the exhibitor will be returned in the event of cancellation by written notice to the exhibit manager. **NO refund of any fees will be made if notice is received after Monday, June 18, 2018.**

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit herein, nor permit any other party to exhibit therein, any other good than those manufactured or handled by the exhibitor in the regular course of their business, nor permit any representative or firm or company **NOT** exhibiting to solicit business or take orders in their space. AAAR reserves the right to remove any exhibitor, its assignees, or sublettees in the event that the exhibitor and/or representatives violate any of these provisions.

Agents, solicitors, and representatives of firms selling commercial products will not be permitted to use sample rooms or space elsewhere at the Convention Center for display of their products. Exhibitors may take orders at exhibit booths. Advertising, solicitation and distribution of literature of commercial products will **NOT** be permitted except from the exhibit booths. Exhibitors may not sell or distribute any beverages, tobacco products or food for consumption on the premises. The one exception to this is if the exhibitor chooses to purchase bottled water from Convention Center to distribute from the booth. Music may not be played in any form without proper license of copyrighted music.

#### SPECIAL SERVICES, EQUIPMENT, & UTILITIES

The rental price of the booth does **NOT** include the cost of furniture, equipment, labor, freight handling, electric, water,

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America's Center  
St. Louis, Missouri





gas, telephone, custom cleaning or other special services or utilities. Order forms for all services will be sent by show management in advance of the show. Exhibitor agrees to abide by the terms and conditions set by the show contractor. All arrangements are the responsibility of the exhibitor. All order forms should be completed and submitted well in advance of the event to ensure the adequate service is available. All booths must be kept open and properly staffed during exhibit hours. Premature packing and/or dismantling will **NOT** be permitted.

### POSTER SESSIONS

All poster sessions will be held in the Exhibit Hall. There will be three poster sessions, providing additional opportunities to interact with attendees during the period from Monday morning until Thursday afternoon.

When the entire schedule of the conference becomes final, all exhibitors will receive an email informing them of the timing of all events in the exhibit hall. If at any time you have questions or need further information, please contact **Bill Carney** at [bcarney@aaar.org](mailto:bcarney@aaar.org) or at **703-234-4128**.

### EXHIBITOR REGISTRATION

Exhibitors receive two (2) complimentary exhibitor badges which grant access to the exhibit hall and all scientific sessions. These two individuals will also receive all conference materials.

Additional exhibitor badges are available at the cost of **\$350** per person. There is a limit of four (4) additional badges per exhibiting company. This **booth only** badge does **NOT** grant admittance to scientific sessions.

**PLEASE NOTE:** Any additional booth personnel must register at the regular conference fee if he/she plans to attend scientific sessions. An exhibitor must also register for the conference if he/she is either an abstract or poster presenter.

### BADGES

Badges **MUST** be worn at all times during conference hours.

### SHIPPING

**PLEASE do not ship exhibits directly to the Convention Center.**

Storage facilities for packing cases, crates and boxes are **NOT** available at the Convention Center. Information regarding shipping and storage of exhibit material will be furnished with the Exhibitor Kit, which will be emailed to you by Viper Tradeshows, the AAAR service contractor.

## EXHIBIT HOURS

### SUNDAY, SEPTEMBER 02

Set-Up 12:00 AM – 6:00 PM

### MONDAY, SEPTEMBER 03

Exhibits Open 9:20 AM – 3:20 PM

Welcome Reception & Poster Session 1

6:00 PM – 8:00 PM

### TUESDAY, SEPTEMBER 04

Exhibits Open 9:00 AM – 2:50 PM

Poster Session 2 6:00 PM – 8:00 PM

### WEDNESDAY, SEPTEMBER 05

Exhibits Open 9:00 AM – 1:00 PM

### THURSDAY, SEPTEMBER 06

Exhibits Open 9:00 AM – 3:20 PM

Poster Session 3 11:50 AM – 1:20 PM

Move-out 3:30 PM – 8:00 PM

### FRIDAY, SEPTEMBER 07

Move-out 11:00 AM – 11:00 PM

All packing crates and boxes **MUST** be removed from the exhibit hall by **9:00 AM on Monday, September 3**. All display materials must be removed from the exhibit space by **11:00 AM on Friday, September 7**.



## INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than Viper **MUST** notify AAAR in advance in writing no later than thirty (30) days prior to the conference. The company name, address, telephone number, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show (including observance of local labor rules and regulations) is required.

### Independent contractors must abide by the following:

- › Perform all services in a timely manner in accordance with AAAR established deadlines
- › Not engage in solicitation of business on the exhibit floor for present and/or future conferences
- › Provide a certificate of insurance to AAAR **NO** later than **June 18, 2018**.
- › Register all employees and temporary help at the exhibitor registration desk

## SECURITY

Security services will be provided. However, this does **NOT** guarantee exhibitors against loss by theft or otherwise.

## SMOKING

No smoking is permitted in the exhibit hall at any time, including installation, exhibit hours, and dismantling.

## CHILDREN'S ADMISSION TO THE HALL

Children under the age of 16 are **NOT** permitted to enter the exhibit hall at any time: installation, show days, or dismantling. Strollers or wheeled suitcases are **NOT** permitted within the exhibit hall at any time, thus eliminating a falling hazard.

## GIVEAWAYS

All giveaways should be confirmed prior to the conference with **Bill Carney**, Executive Director, **bcarney@aaar.org** or **703-234-4128**.

## INSURANCE

The exhibitor acknowledges that neither AAAR, Drohan Management Group, nor the Convention Center shall be

obligated to maintain property, liability or business interruption insurance covering the exhibitors.

The exhibitor agrees to hold AAAR and Drohan Management Group harmless for any loss, theft, damage, or other harm which may occur, for any cause whatsoever, as a result of his or her participation in the 2018 IAC.

## AMERICANS WITH DISABILITIES ACT

Exhibiting companies shall be responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold AAAR harmless from any consequences of exhibiting company's failure in this regard.

AAAR will use its best efforts to provide reasonable accommodations for attendees with disabilities.

- › Please contact **Bill Carney**, Executive Director, **bcarney@aaar.org** or **703-234-4128** if you have any special needs **NO later than Monday, June 18, 2018 - PLEASE.**

## PAYMENT & CANCELLATION POLICY

It is expressly agreed that all payments for said exhibition space must be made to AAAR in a timely manner. **Please note that booth numbers will not be confirmed until full payment is received.** AAAR reserves the right to refuse exhibition space to an exhibitor for reasons of non-payment and/or unpaid balance at time of installation. Any waivers, discounts, or financial amendments of any nature whatsoever are left to the sole discretion of AAAR.

Should an exhibitor be unable to occupy and/or use the exhibit space contracted for, and should that exhibitor notify AAAR IN WRITING before June 18, 2018, fifty (50) percent (%) of fees paid by the exhibitor will be refunded. **NO refund of any fees will be made if notice is received after June 18, 2018.**

Exposition management reserves the right to assign labor to install any display that is **NOT** in the process of being installed by 9:00 AM on Monday, September 3, or to ship the display back to the exhibiting organization and to instruct that the exhibitor be billed for all charges thus incurred.



## **LIABILITY & HOLD HARMLESS**

It is expressly understood that AAAR, Drohan Management Group and the Convention Center will not be responsible for loss or damage which might occur from cause in connection with transfer, installation, maintenance, removal of exhibits or management of convention. AAAR will **NOT** be responsible in any way for goods while in storage.

AAAR, Drohan Management Group and the Convention Center and its agents or employees will **NOT**, under any condition or circumstances, be responsible for any loss sustained by any exhibitor, or any other person by reason of fire, theft, water, injuries, act of God, or for any actions whatsoever.

AAAR, Drohan Management Group and the Convention Center will use necessary reasonable care for prevention of any losses, personal or material. Each exhibitor agrees that it shall assume sole responsibility for any damages to property or injuries to person and shall indemnify, defend, and hold harmless AAAR, the security firm, Convention Center, the general contractor, and all of their collective officers, employees, agents and members for any and all alleged claims and liabilities which might ensue from any cause whatsoever, including any actions of any kind generally and specifically, personal injuries to any exhibitors, officers, staff members, employees, agents, representatives, attendees, and guests. It is understood that all fees, costs, and expenses incurred by an exhibitor as a result of legal action shall be the sole responsibility of the exhibitor, and reimbursement shall not be sought against AAAR. AAAR

shall be reimbursed by the seeking exhibitor for costs, fees and expenses that are incurred and expended resulting from any action. Exhibitors shall carry their own insurance. All matters not expressly addressed in this document are subject to review and resolution by AAAR management.

As noted previously, all conference sessions, food and beverage functions, registration, exhibits, and posters will be held at the America's Center.

## **AMERICA'S CENTER**

701 Convention Plaza, St. Louis, MO 63101 | 800-325-7962



**For more specific sponsorship opportunities or advertising, please contact:**

**Bill Carney**

**Email: [bcarney@aar.org](mailto:bcarney@aar.org)**

**Tel: 703-234-4128**



## HOTEL INFORMATION

Our host hotels for the 2018 IAC are the Hilton St. Louis at the Ballpark, which is located about seven blocks from the America's Center, and the Holiday Inn St. Louis Downtown, which is across the street from the America's Center.

Exhibitor & Sponsor  
Opportunities

America's Center  
St. Louis, Missouri



### HILTON ST. LOUIS AT THE BALLPARK

1 South Broadway  
St. Louis, MO 63102  
314-421-1776

### HOLIDAY INN ST. LOUIS DOWNTOWN

811 N. Ninth Street  
St. Louis, MO 63101  
314-421-4000

Reduced sleeping room rates for AAAR registrants have been negotiated with the hotels. The Hilton single/double occupancy rate is just **\$159**. The rate at the Holiday Inn is **\$129**.

Your room reservations must be made **no later than August 10, 2018**, with the Hilton and no later than August 1, 2018, with the Holiday Inn. We anticipate, however, that the AAAR room block will sell out quickly, and availability and rate cannot be guaranteed once the block is full.

## WHY CHOOSE AN OFFICIAL AAAR HOTEL?

All 2018 IAC attendees and exhibitors are encouraged to make hotel reservations by utilizing the official AAAR hotels, the Hilton St. Louis at the Ballpark and the Holiday Inn St. Louis Downtown. The AAAR recognizes that attendees have many options with other area hotels and that you may be looking only at the per-night cost in making your decision. However, we encourage you to take a few minutes to understand the importance of selecting the official AAAR hotel and other factors which go far beyond the per-night rate.

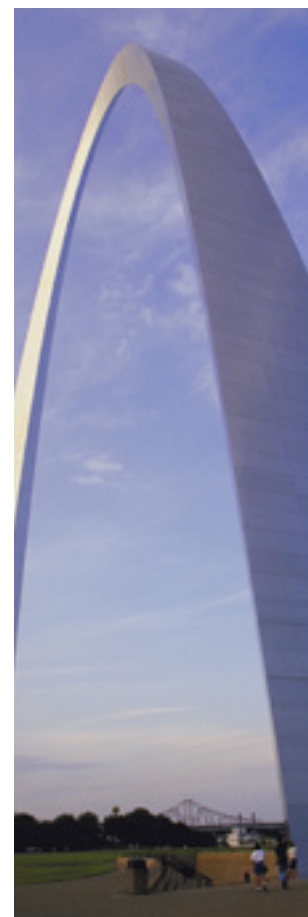
AAAR has a long history of consistently fulfilling the minimum number of room nights to be sold according to the association's contracts with hotels. However, with the current economic climate and competition from other properties, it gets more difficult each year to ensure that the number of guaranteed contracted sleeping rooms will be used by attendees and exhibitors.

## WHAT DOES THIS MEAN TO YOU?

When AAAR is able to maintain a consistent history of hotel rooms sold, it helps the association negotiate the lowest hotel rates possible for future AAAR conferences.

AAAR earns credit for each room night utilized by an attendee or exhibitor when the reservation is at an official conference hotel. This credit helps to offset meeting room rental costs, therefore keeping conference fees low.

The AAAR hotel contract protects YOU. Booking within the AAAR hotel block gives AAAR the opportunity, if the need does arise, to assist you with potential hotel problems you may experience while at the conference. When you choose other hotels, AAAR staff has no contacts or leverage to help rectify a problem or inconvenience which you may have encountered.



## RULES AND REGULATIONS



### AMERICA'S CENTER

701 Convention Plaza  
St. Louis, MO 63101 | 800-325-7962

### EXHIBITOR HALL CLEANING

#### REQUIREMENTS

The exhibit area will be cleaned prior to show move-in. Additional clean-up services (preopening clean-up, daily booth clean-up, and closing clean-up) must be arranged with Edlen Exhibitor Services. Edlen will provide a special Exhibitor Order Form for these services with all cleaning fees included.

#### BOTTLED WATER SERVICE

Should you desire to make bottled water or additional food item service available to trade show attendees in your booth, you must work out those arrangements with the America's Center contracted catering service, Levy Restaurants. Their representative, **Michael Mcdevitt**, can be reached at [mmcdevitt@levyrestaurants.com](mailto:mmcdevitt@levyrestaurants.com). Water stations will be provided in the exhibit hall for exhibitors and attendees.

#### CHEMICAL AND COMPRESSED GAS

##### DISPLAY & USAGE

Any exhibitor wishing to bring a chemical, hazardous material, flammable or compressed gas onto America's Center property must submit a request in writing to the Event Manager, Kat Kaczmarzyk, a minimum of 30 days prior to the move-in. Each request must include the name of the chemical/gas/hazardous material, the amount, the purpose/application and a Material Safety Data Sheet (MSDS). America's Center requires these materials to be stored outdoors. Use of materials may require fire marshal approval.

##### › Kat Kaczmarzyk

[kkaczmarzyk@explorestlouis.com](mailto:kkaczmarzyk@explorestlouis.com),

(314) 342-5176 desk | (314) 342-5040 fax

#### LIABILITY INSURANCE REQUIREMENTS

The America's Center is **NOT** responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered

by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence of an employee of the convention center. Each exhibitor hereby expressly releases the America's Center from such liabilities and agrees to indemnify the America's Center from such liabilities and agrees to indemnify the Convention Center against all claims for such injury, loss, or damage. Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

#### SHIPPING

The America's Center will **NOT** accept any direct shipments until the AAAR contracted decorator (Viper Tradeshow) is onsite, which will be Saturday, September 1, 2018. We strongly encourage you to use our decorator, Viper Tradeshow, for your shipping needs. ***Viper will provide an Exhibitor Kit with details.***

#### STORAGE

The America's Center has no facilities for the storage of exhibit-related materials. All storage questions must be directed to Viper Tradeshow.

#### SMOKING

Smoking is not allowed in any part of the America's Center nor within 25 feet of exterior doors.

#### NON-FLAMMABLE MATERIALS

All materials used in the exhibit hall or any other part of the America's Center must be non-flammable to conform to the fire regulations of the St. Louis Fire Department.

#### ADHESIVES

No pins, tacks, or adhesives of any kind are permitted on any wall, door, or column. Adhesive-backed stickers may not be given out by exhibitors.

#### TAPE

Exhibitors are responsible for the removal of all tape and residue marks. The only approved tape allowed to be utilized is painters tape.

### Exhibitor & Sponsor Opportunities

America's Center  
St. Louis, Missouri



**RULES AND REGULATIONS (CONT) & EXHIBITOR FLOORPLAN**



**SIGNS/BANNERS**

All hanging signs must be professionally made and must conform to show management rules, regulations, and ceiling limitations. All hanging signs must be hung by contracted labor through the decorator, Viper Tradeshows, through arrangements with the AAAR Central Office. The America's Center requires local union labor rigging services. Contact the AAAR Central Office for details.

› **Bill Carney**, bcarney@aaar.org | 703-234-4128

**RIGHT TO INSPECT**

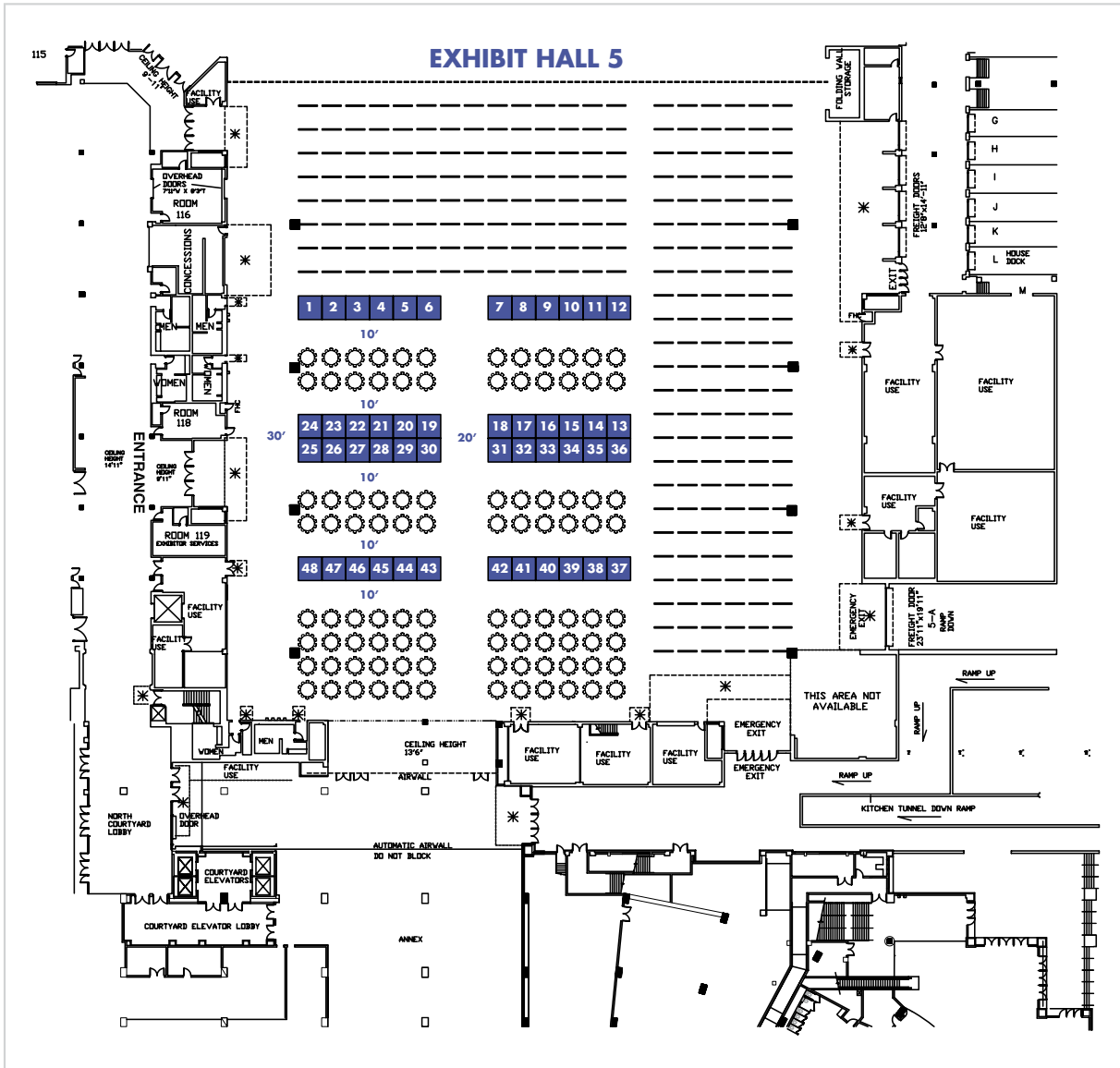
The America's Center's security personnel reserve the right to inspect any carton, container, briefcase, luggage, or package brought into or taken out of the Center.

**EXHIBITOR EQUIPMENT**

All equipment, decorations, freight, etc. , must be removed from the premises at the expiration of the show (Friday, September 7, at 11:00 AM). Items left behind will be treated as abandoned equipment.

**ACCESS FOR DELIVERIES**

All articles, exhibits, fixtures, displays, and property of any kind shall be brought into and out of the exhibit hall only at the approved loading area (POV Door) as the America's Center has designated: 5A Overhead Door, 800 Cole Street, St. Louis, MO 63101.





**SPONSORSHIP LEVELS AND BENEFITS**

	CONTRIBUTOR < \$2,500	SUPPORTING \$2,500	BRONZE \$5,000	GOLD \$10,000	PLATINUM \$15,000
Ad in 3 Issues of <i>Particulars</i> Newsletter			Banner	½ page	½ page
Logo and Link throughout the AAAR Website, Including Homepage			12 Months	12 Months	12 Months
AAAR Organizational Membership*					●
2 Full Memberships for Staff <i>(Includes AS&amp;T Journal Subscription)</i>				●	●
2 Regular Annual Conference Registrations				●	●
1 Complimentary 10x10 Exhibit Space <i>(Includes 2 Exhibitor Registrations)</i>					●
Acknowledgement on Conference Website; Signage; Slides; Conference Publications	●	●	●	●	●
Full Page Ad in the Final Conference Program				●	●
Insert <i>(Advertisement)</i> in Conference Registration Packets		●	●	●	●

**SPONSORSHIP OPPORTUNITIES**

COFFEE BREAK	\$1,000	<input type="checkbox"/>
REGISTRATION BAGS	\$2,800	<input type="checkbox"/>
LANYARDS	\$2,500	<input type="checkbox"/>
REGISTRATION BAGS INSERTS	\$1,000	<input type="checkbox"/>
LAPTOP CHARGING TABLES	\$1,500	<input type="checkbox"/>
ST. LOUIS TABLE DISPLAY MEMENTO	\$2,500	<input type="checkbox"/>
GIFT MEMENTO	\$2,500	<input type="checkbox"/>
PHOTOBOOTH	\$3,000	<input type="checkbox"/>
GENERAL CONFERENCE SPONSORSHIP	\$ _____	<input type="checkbox"/>

**ONSITE PROGRAM BOOK ADVERTISEMENT**

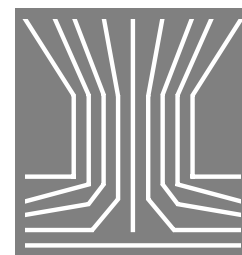
INTERIOR PAGE	\$1,200	<input type="checkbox"/>
INSIDE FRONT COVER	\$2,100	<input type="checkbox"/>
INSIDE BACK COVER	\$2,100	<input type="checkbox"/>
OUTSIDE BACK COVER	\$3,000	<input type="checkbox"/>

**TOTAL SPONSORSHIP AMOUNT**

\$ \_\_\_\_\_

**Exhibitor & Sponsor Opportunities**

America's Center  
St. Louis, Missouri



For more information,  
please contact:

**BILL CARNEY**

bcarney@aaar.org

## SPONSORSHIP CONTRACT

**INSTRUCTIONS: ALL** contracts must be completed, signed and accompanied by correct deposit. Contracts that are incomplete, unsigned or not accompanied by proper deposit will not be accepted and will be returned for completion.

Exhibitor & Sponsor Opportunities

America's Center  
St. Louis, Missouri



### SPONSOR INFORMATION

ORGANIZATION

CONTACT

TITLE

DEPARTMENT

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE

EMAIL

WEBSITE

**WE AGREE** to abide by all rules and regulations governing AAAR and the AAAR annual conference as printed in this prospectus and which are a part of this contract. *Acceptance of this application by the American Association for Aerosol Research constitutes a binding contract.*

### SPONSORSHIP LEVEL

- PLATINUM SPONSOR **\$15,000**
- GOLD SPONSOR **\$10,000**
- BRONZE SPONSOR **\$5,000**
- SUPPORTING SPONSOR **\$2,500**
- CONTRIBUTOR SPONSOR **<\$2,500**

AUTHORIZED SIGNATURE

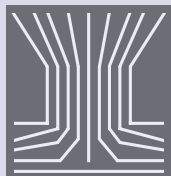
DATE

**TOTAL SPONSORSHIP AMOUNT\*** \$ \_\_\_\_\_  
(From the sponsor worksheet on page 9)

\* Deposit of 50% of total is due with contract. Balance due in full by **JUNE 1, 2018**. NOTE: Failure to provide payment in full by the date noted above may result in exclusion from conference registration materials.

### PLEASE SEND COMPLETED FORM TO:

American Association for Aerosol Research (AAAR)  
Attn: Bill Carney, Executive Director – **VIA:**



**MAIL:** 11130 Sunrise Valley Dr, Ste 350  
Reston, VA 20191

**FAX:** 703-435-4390

**EMAIL:** bcarney@aaar.org

**SUBMISSION DEADLINE: March 15, 2018**

### PAYMENT INFORMATION:

**INCLUDED WITH MY CONTRACT:** (please check one)

- CHECK (payable to AAAR)
- CREDIT CARD  Visa  MasterCard  Amex

CREDIT CARD #

EXP. DATE

NAME (AS IT APPEARS ON CARD)

SIGNATURE

# 10th International Aerosol Conference (IAC)

(Hosted by the American Association for Aerosol Research – AAAR)

## September 2-7, 2018

America's Center | St. Louis, Missouri

### EXHIBIT RESERVATION FORM

**YES! I want to reserve exhibit space at the 10th International Aerosol Conference**

**\$4,009 Exhibit Space and Organizational Membership** (\$1,000 due with space reservation, regardless of number of booths—balance due August 3, 2018)

**Exhibit Space Benefits:**

- ▶ 25% discount on each *additional* 10'x10' exhibit space
- ▶ Two (2) complimentary exhibitor registrations with full access to scientific sessions
- ▶ Electronic conference attendee lists  
*(one electronic pre-registration list prior to conference and one complete list distributed within 30 days after conference)*
- ▶ Right of first refusal on conference sponsorship opportunities

**Organizational Membership Benefits:**

- ▶ Two (2) one-year AAAR individual memberships for 2019
- ▶ Two (2) full conference registrations
- ▶ Listing on the AAAR Web site as an Organizational Member
- ▶ Listing in the AAAR 2018 program as an Organizational Member

**\$2,500 Exhibit Space** (\$1,000 due with space reservation regardless of number of booths—balance due August 3, 2018)

- ▶ One 10'x10' exhibit space
- ▶ Two (2) complimentary exhibitor registrations with full access to scientific sessions
- ▶ Listing in the AAAR 2018 program and on the AAAR Web site
- ▶ Electronic conference attendee lists  
*(one electronic pre-registration list prior to conference and one complete list distributed within 30 days after conference)*

**Number of Exhibit Spaces Requested:** \_\_\_\_\_

**Exhibit Space Location Preferences\*:**

- 1st Choice: \_\_\_\_\_
- 2nd Choice: \_\_\_\_\_
- 3rd Choice: \_\_\_\_\_

*\*Exhibit space(s) will be assigned on a first-come, first-served basis upon receipt of contract and payment.*

*If you have a concern about being near a competitor's booth, please contact:*

**Bill Carney | bcarney@aaar.org OR 703-234-4128**

#### EXHIBITOR INFORMATION

ORGANIZATION \_\_\_\_\_

CONTACT \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_

WEBSITE \_\_\_\_\_

EMAIL \_\_\_\_\_

**PLEASE** provide a description of your products/services (50 words or less) for inclusion in the final program (use a separate page if needed):

**WE AGREE** to abide by all rules and regulations governing AAAR and the 10th International Aerosol Conference which are a part of this contract. Acceptance of this application by the American Association for Aerosol Research constitutes a binding contract.

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**AMOUNT PAID**  
with Space Reservation: \$ \_\_\_\_\_

#### PAYMENT INFORMATION:

*Included with my contract (please check one)*

**Check** (payable to AAAR)

**Credit Card**

Visa

MasterCard

AmEx

CREDIT CARD # \_\_\_\_\_

EXP. DATE \_\_\_\_\_

NAME (AS IT APPEARS ON CARD) \_\_\_\_\_

SIGNATURE \_\_\_\_\_



**NOTE:** An exhibitor service kit will be e-mailed to you in early August, 2018.

**IMPORTANT:** A copy of your general liability insurance coverage will be needed no later than **Friday, August 3, 2018.**

**SUBMISSION DEADLINE: FRIDAY, AUGUST 3, 2018**

#### PLEASE SEND COMPLETED FORM TO\*:

**American Association for Aerosol Research (AAAR)**  
Attn: Bill Carney, Executive Director — **Via:**

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*\*Be sure to include company description!*