



# AOSW 2018 Exhibit Sponsorship and Advertising Contract

AOSW  
One Parkview Plaza  
17W110 22nd Street, Suite 800  
Oakbrook Terrace, IL 60181 USA  
phone +1.847.686.2250  
Fax: +1.847.686.2253  
Email: ametzgar@aosw.org  
www.aosw.org

Please print or type.

Institution/Affiliation (as you would like it to appear on all materials)

Given Name/First Name

Surname/Family Name/Last Name

Street Address

City State/Province

Zip/Postal Code Country

Work Telephone Work Fax

E-mail

Web site

- For-Profit Exhibitor:**  
\$1,500 commit by September 1, 2017.  
Payment must be received by December 31, 2017.  
\$2,000 after September 1, 2017
- Non-Profit Exhibitor:**  
\$750 commit by September 1, 2017.  
Payment must be received by May 30, 2018.  
\$1,000 after September 1, 2017

**Exhibit Booth Rental Includes:**  
One 6-foot draped table and two chairs, back wall and side rail fabric drapes, company identification sign, general security guard service (excludes individual booths), pre- and post-registration mailing list for one-time use, includes registrants who opt to be included (excludes email addresses, per AOSW policy), listing in the attendee conference materials, one complimentary, exhibit floor-only representative registration, and one complimentary full meeting registration only registration.

Choice of Exhibit Space Locations (please indicate 3 choices)  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Do not assign booth next to the following companies:  
\_\_\_\_\_

## Payment Information

- AOSW Tax ID # 13-3736895**
- Check enclosed, payable to: **AOSW**
  - VISA  MasterCard  American Express  Discover

Print Name (as it appears on card)

Credit Card Number Expiration Date (mm/yy)

Signature Date

Billing Address (if different than above)

### Sponsorship Level

- Legacy Partner \$50,000
- Champion Partner \$40,000
- Premier Partner \$30,000
- Enduring Partner \$25,000

### A' La Carte Sponsorship Opportunities

- \$20,000**
  - Opening Reception Sponsor
  - Sponsored Lunch Session
- \$15,000**
  - Sponsored Breakfast
- \$10,000**
  - Mobile App Sponsor
  - Poster Session I or II Reception
  - Pre-Conference Workshops
- \$7,500**
  - Annual Conference Bag Sponsor
  - Internet Café Sponsor
- \$5,000**
  - USB Flashdrive Sponsor
  - Twitterfall Sponsor
  - Morning and afternoon break (1 break)
  - AOSW Conference Scholarship Sponsor (5 at \$1000 each)
- \$4,000**
  - Daily Email Sponsor
- \$3,500**
  - Notepad Sponsor
  - Pocket Schedule
- \$3,000**
  - Special Interest Group (SIG) Sponsor
  - Room Drop Program
- \$2,500**
  - Pen Sponsor
  - Lanyard Sponsor
  - Palliative Care and End of Life Scholarship Sponsor
  - Naomi Stearns Scholarship Sponsor
  - Oncology Social Worker of the Year Award Sponsor
- \$1,500**
  - Exhibit Hall Passport
  - Registration Bag Insert
- \$750**
  - Broadcast Email
- \$500**
  - Push Notifications
- \$300 (per piece)**
  - Take One Literature Table

Total \$ \_\_\_\_\_



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**ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of AOSW and shall be operated in a way that will not detract from other exhibits or from the exhibition. Exhibit management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, AOSW is not liable for any refund of exhibit fees, or any other exhibit-related expense.

**APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.

**ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-serve basis. AOSW will attempt to honor all requests for exhibit space. Notwithstanding the above, AOSW reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

**BOOTH FEE INCLUDES:** One 6-foot draped table and two chairs, back wall and side rail fabric drapes, company identification sign, general security guard service (excludes individual booths), pre- and post-registration mailing list for one-time use, includes registrants who opt to be included (excludes email addresses, per AOSW policy), listing in the attendee conference materials, one complimentary, exhibit floor-only representative registration, and one complimentary full meeting registration only registration.

**PAYMENT:** Full payment is required with the contract.

**CANCELLATION:** AOSW must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth occurs prior to Friday, March 30, 2018, the exhibitor will be refunded minus a \$200.00 cancellation fee. After Friday, March 30, 2018, booth fees are nonrefundable. Advertising and sponsorships are nonrefundable.

**CANCELLATION OF MEETING AND EXHIBITION:** If AOSW should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then AOSW has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of exhibition expenses.

**OFFICIAL CONTRACTOR:** The official contractor will handle all decorating and exhibit furniture. The exhibitor services kit outlines prices and instructions for securing special lighting, wiring, telephone or other special work. Exhibitors are responsible for all freight, drayage, decorating and labor charges. The exhibitor services kit will be mailed to exhibitors a few months prior to the conference and will include shipping information.

**INSTALLING EXHIBITS:** The exhibit area will be available for set up on Tuesday, May 29, Noon – 5:00 p.m. All exhibits must be set by 5 p.m. Assembly of exhibits during the regularly scheduled exhibit hours is not permitted.

**DISMANTLING EXHIBITS:** All exhibits must remain intact until the official closing time of Friday, June 1, at 11:30 a.m. – 5:00 p.m. and may not be dismantled or removed, in whole or in part, before that time.

**FIRE REGULATIONS:** All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the fire department. Any exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

**SECURITY:** Exhibit management provides peripheral security guard service during non-exhibit hours. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display — even temporarily.

**PROTECTION OF THE HOTEL BUILDING:** Exhibitors will be held liable for any damage caused to the hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the convention service manager of the hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

**RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of AOSW. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

**INSURANCE:** All exhibitors and their authorized decorators are strongly urged to obtain insurance coverage against damage or loss, and public liability insurance against injury to the person and property of others. Exhibit materials should be covered from the time they are shipped from the warehouse, through move-in, show dates, move-out and until all materials have been received at the point of origin. Exhibitor assumes responsibility and agrees to indemnify and defend AOSW and the Atlanta Marriott Marquis and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither AOSW nor the Atlanta Marriott Marquis maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

**COMPLIANCE:** The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time such as in the Exhibitor Manual. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

**RESPONSIBILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel (the Atlanta Marriott Marquis) premises and will indemnify, defend and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

**UNIONS AND CONTRACTORS:** Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit management.