

Industry Prospectus



AANP NATIONAL CONFERENCE JUNE 20-25 NEW ORLEANS



NEW ORLEANS
EXPERIENCE



NETWORKING
AND EVENTS



CONTINUING
EDUCATION

AANP

American Association of
NURSE PRACTITIONERS®

Dear 2023 AANP Partner,

The American Association of Nurse Practitioners (AANP), the national organization representing the interest of more than 270,000 NPs around the country, advocates for the active role of NPs as providers of high-quality, cost-effective, comprehensive, patient-centered health care.

The 2023 AANP National Conference exhibit hall is intended to further educate nurse practitioners through the display and demonstration of products and services. Exhibits should appeal to the professional interests of nurse practitioners, focusing on products and services that are used in patient care and education or to operate a professional healthcare practice. Exhibit Management takes every possible measure to ensure that exhibitors follow AANP rules and regulations.

Exhibitors whose focus is TENS Units, LED Skincare (Facial and Body), Cosmetic Products, handheld massagers and any others with aggressive sales tactics are not allowed under any circumstance. Should an exhibitor representing any of these categories be found on the exhibit floor, they will be removed immediately with no refund of fees paid.

The 2023 AANP National Conference will be held at the Ernest N. Morial Convention Center in New Orleans, LA, June 20 - 25, 2023. The Exhibit Hall will be open Thursday, June 22 – Saturday, June 24. [View the online floor plan](#) for a current list of exhibitors and available booths.

In addition to exhibit options, there are several sponsorship opportunities. Sponsoring provides additional branding throughout the conference and exposure to the influential NPs in attendance. Industry Sponsored Product Theaters are available to share a specific message over a meal function. Customized packages are available in addition to all of the listings found here!

We look forward to seeing you in New Orleans!

**Meet face-to-face
with America's NP's**

**Reconnect with this growing,
influential, professional group
of health care providers!**

[Reserve a Booth](#)

[Floor Plan](#)

Exhibit & Sponsorship Opportunities*

Get your message in front of NPs of all specialties at the 2023 AANP National Conference. We appreciate the continuing support from those who make possible the many services and activities throughout the conference.

Exhibit Prices*

10'x10' Inline	\$31.00 per sq. ft.
10'x10' with a Corner Island Configuration	\$32.00 per sq. ft.

Booth price provides inline exhibitors with 3' high drape side rails, 8' high back drape and a 7" x 44" one-line identification sign for booths 300 sq. ft. and under.

25% discount available to government agencies and non-profit organizations. Documentation will be required.

*AANP 2022 National exhibitors receive a discount of \$2.00 per sq. ft. when they reserve and pay by Monday, January 30, 2023.

*The price for the entire booth is \$32.00 per sq. ft. for any booth with a corner.

Enhanced Exhibitor Listing

Take advantage of the opportunity for strategic visibility. Stand out among all of the others by enhancing your company description listed in the Conference Guide and/or on the mobile app.

Enhanced Description in Conference Guide.....\$315
(increase from 300 to 600 characters)

Color Logo in Conference Guide & Mobile App.....\$475

Enhanced Description and Color Logo in Conference Guide & Mobile App (color logo only).....\$575

National Conference Welcome Reception

Sponsoring this event will give you the advantage of being one of the first voices heard. Sponsorship includes signage, the opportunity to speak to attendees, and a tabletop space to further promote your product or service.

Sole Sponsorship Fee\$65,000

Co-Sponsors (max of 3).....\$25,000

Personalized Key Sleeves

Get your company name and/or brand logo on the mind of attendees as soon as they arrive at the conference! Key sleeves are viewed multiple times each day by attendees staying at the conference hotel(s). The sponsoring company will work directly with the hotel(s) on room key sleeve design, production, disbursement and payment of related expenses.

Sponsorship Fee, per hotel\$2,000

Hotel Guest Room Key Cards

Gain an edge over the competition by having your message seen first! Hotel guest room key cards are viewed multiple times each day by attendees staying at the conference hotel(s). The sponsoring company will work directly with the hotel(s) on the room key design, production, disbursement and payment of related expenses.

Sole Sponsorship Fee, per hotel.....\$2,000

Lanyards

Put your company name and/or brand message in front of every conference attendee - literally!

Sole Sponsorship Fee.....\$21,000

Personalized Do Not Disturb Signs

Help the attendees get some privacy with a personalized Do Not Disturb sign. This is a great way to get your company name out - not just to the attendees but anyone staying in the hotel. The sponsoring company will work directly with hotel on Do Not Disturb sign design, production, disbursement and payment of related expenses.

Sponsorship Fee, per hotel.....\$2,000

Conference Bag

This "walking advertisement" for ultimate brand awareness provides a highly visible and lasting medium to all attendees. Sponsorship fee includes production of bags coordinated by AANP.

Sole Sponsorship Fee.....\$24,250

Exhibit Hall Passport

Drive traffic to your booth by participating in the popular Exhibit Hall Passport activity. Attendees must visit 100% of the co-sponsors' booths, collect stamps supplied by AANP and then return the card to be entered into a special prize drawing.

Sponsorship Fee.....\$5,250

Industry Sponsored Non-CE Product Theaters

Here is the chance to have your non-CE educational presentation(s) included in the conference schedule. These events are coordinated with AANP and are very popular with our attendees. No industry satellite events are permitted.

Contact mary@corcexpo.com for rules, regulations and pricing.

Conference Registrant Mailing List

Send a mail piece to registered conference attendees pre- or post-conference by renting the 2023 AANP National Conference attendee mailing list. The mailing list is available May 26-July 14, 2023.

Contact mary@corcexpo.com for rules, regulations and pricing.

Conference Guide Advertisements

This high-quality guide used by attendees and speakers provides sponsors with repeated exposure through the duration of the National Conference. This valuable reference tool contains the conference schedule, facility map, exhibit hall floorplan and exhibitor descriptions, important local information, notes pages... and your advertisement...all at their fingertips!

Standard Half Page Ad.....	\$3,000
Standard Full Page Ad.....	\$4,500
Inside Front.....	\$8,400
Inside Back	\$8,400
Outside Back	\$10,500

Mobile App Advertisements

AANP's conference mobile app is a favorite among attendees. The "all-in-one-location" app accommodates personalized schedules, conference agendas and a easy way to track CE credits. Plan to participate in this essential tool for conference attendees. Make sure your company participates!

Conference Feed Banner Ad.....	\$5,250
2400x600 pixel ad that scrolls across the screen in 3 sec. intervals and can link to a website.	

Conference Feed Message.....	\$5,250
Message can be accompanied with an image (jpg or png) or a video (YouTube or Vimeo file) and will appear on the home screen. Each message will appear for a one hour duration.	

Conference Bag Inserts

Put your message in the hands of every conference registrant by placing a literature piece or promotional item in the official conference bag given to each attendee at conference registration/check-in. PLEASE NOTE: All materials must be reviewed and approved by AANP. Magazines, newspapers and other bulky publications are subject to approval and pricing must be confirmed by contacting AANP Sponsorship Management.

Sponsorship Fee.....	\$5,800
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Pre-Conference Mailing

Reach the attendees with your message BEFORE they arrive onsite. Your literature piece will be included in a bulk distribution mailed by AANP and delivered to our NPs' home or office approximately 2 weeks pre-conference. Multiple sponsors inserts mailed in an attractive envelope printed with our AANP conference design on the outside for easy recognition.

Sponsorship Fee.....	\$6,000
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Interactive Exhibit Hall Directory

Enhance your exposure by participating in this interactive display located outside the exhibit hall. Your ad will help direct NPs to your exhibit as they navigate the show floor.

Individual Advertisements.....	\$4,725
Sole Sponsorship.....	\$21,000

Exhibit Hall Poster

Industry Scientific Poster.....	\$150
Highlight your research through an Industry Poster to be viewed through exhibit hours! Abstracts are due by March 1, 2023.	

Graphic Branding Opportunities

Graphic Wall Clings

Place your company message on a 30' x 12' Photo Tex™ wall cling just in the lobby of the AANP registration area. Your company graphics will be one of the first messages attendees see as they come to registration.

Sponsorship Fee.....	\$12,000
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Escalator Runners

Elevate your conference presence, capture attention with your branded message and spark conversation while they ride!

Sponsorship Fee.....	\$10,000
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Escalator Floor Cling

Place your company designed artwork on a 16' x 4' floor cling. Attendees will ride the the escalators several times each day giving you thousands of impressions.

Sponsorship Fee.....	\$8,000
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Hanging Banners

High-visibility double sided banner locations are available throughout the convention venue. Don't pass up this "tried and true" method of reaching your target audience with your messaging. Each banner is 6' wide x 8' high and is located in the AANP Lobby.

Sponsorship Fee.....	\$7,000
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Free Standing Column Wraps

Catch the attention of attendees in high traffic areas with a 4 sided column wrap. Multiple locations available.

Sponsorship Fee.....	\$7,000
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Standing Signs

Promote your company or product and drive traffic to your booth with a meter board (3'w x 8'h) double-sided sign displayed in the AANP registration area.

Sponsorship Fee.....	\$5,000
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Exhibit Hall Floor Clings

Bring awareness to your company by guiding attendees right to your booth! Floor cling placement will be in high traffic areas for maximum effectiveness. Each floor cling is a 36"x36" rectangle, or a pair of footprints measuring 9"x19.5" each.

1-2 clings.....	\$800 each
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3 or more clings.....	\$525 each
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Exhibit Hall Aisle Banners

Add your branding to conference themed ceiling banners.

Single Aisle Banner.....	\$2,500
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Complete Exhibit Hall.....	\$10,500
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Reserve a Booth

Reserve Your Sponsorship

**Bundle the Conference Bag insert and
Pre-Conference Mailing and receive a 10% discount!
Contact AANP@corcexpo.com for details.**

2023 AANP National Conference Rules & Regulations

Install*

Monday, June 19	12 – 5 p.m.
Tuesday, June 20	8 a.m. – 5 p.m.
Wednesday, June 21	8 a.m. – 5 p.m.
Thursday, June 22	8 a.m. – 12:30 p.m.

Exhibit Dates & Hours*

Thursday, June 22	2:30 – 6 p.m.
Unopposed Hours	2:30 – 4:30 p.m.
Friday, June 23	10 a.m. – 4:30 p.m.
Unopposed Hours	1 – 2:30 p.m.
Saturday, June 24	10:15 a.m. – 1:30 p.m.
Unopposed Hours	10:15 – 11:45 a.m.

Dismantle*

Saturday, June 24	1:30 – 8 p.m.
Sunday, June 25	7 – 10 a.m.

**Important note: install, exhibit, and dismantle hours are subject to change.*

Reserving Exhibit Space

All exhibit space applicants are required to read the 2023 AANP National Conference Rules & Regulations and complete the formal booth application and contract.

To reserve a booth, complete the online [exhibit space application](#).

All applications are subject to review and the AANP reserves the right in its sole discretion to accept or reject any application for space.

Exhibitors whose focus is TENS Units, LED Skincare (Facial and Body), Cosmetic Products, handheld massagers and any others with aggressive sales tactics are not allowed under any circumstance. Should an exhibitor representing any of these categories be found on the exhibit floor, they will be removed immediately with no refund of fees paid.

Contract for Space

By completing an exhibit space application for the 2023 AANP National Conference, the company, organization, association and management company (collectively referred to as “exhibitor” or “exhibit”) acknowledge they have fully read and agree to comply with all rules and requirements provided in this Exhibitor Prospectus, as well as related procedures, forms, Exhibitor Service Kit and communications.

Completion of the application process represents a firm and binding contract with the understanding and agreement to abide by all rules, regulations and conditions of AANP and the conference venue. Failure to abide by such rules and regulations will result in forfeiture of all monies paid or due to AANP under terms of this agreement. See page 10, Contract Obligations, for more information.

Cancellations and Reductions

All cancellations of space must be received in writing to AANP@corcexpo.com. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If Show Management receives a written request for cancellation of space no later than Friday, March 3, 2023, the exhibitor will be liable for 30% of the total cost of space canceled. There are no refunds for cancellations received after Friday, March 3, 2023 and companies are liable for 100% of the total booth cost after this date.

In order for cancellation to be complete, exhibitors canceling exhibit space must also cancel conference hotel block reservations, as well as other arrangements made in connection with exhibiting at the 2023 AANP National Conference.

No Shows

Exhibitors with reserved exhibit space who do not inform AANP in writing of their inability to exhibit prior to the exhibit hall opening, may lose up to 50% of accumulated priority points, forfeit all payments for booth rental and may not be eligible to exhibit at future AANP conferences.

Relocation of Exhibits and Floorplan Revisions

AANP reserves the exclusive right to revise the exhibit hall floor plan(s) and/or relocate any assigned exhibitors as necessary for the betterment of the event as determined solely by AANP. Exhibitors who change the size of their exhibit space are not guaranteed the originally assigned location and will be subject to relocation.

Payment Policy

Full booth payment must be received within ten (10) business days of application. Exhibitors are not confirmed until payment is received and application is approved. Credit card payments will be processed directly through the secure Paytrace portal that will be provided in the application confirmation. Check payments must be made payable to the American Association of Nurse Practitioners (Federal Tax ID #22-2547543) and sent to AANP, Box 485, La Grange, IL 60525-0485.

Fees associated with exhibitor using a third-party payor (i.e. ACH payments, management companies, etc.) are the responsibility of the exhibitor. AANP is not responsible to absorb these fees and all rates will be adjusted accordingly.

Hotel Reservations

Hotel reservation information will be available in February for confirmed exhibitors. Exhibitors reserving hotel rooms outside the official 2023 AANP National Conference Housing Block will be penalized.

Booth Construction

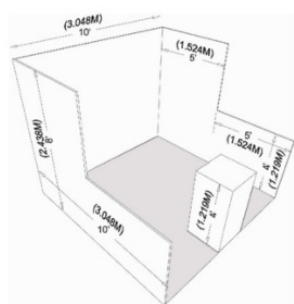
Presentation

All exposed parts of displays must present an attractive appearance when viewed from the aisles or from adjoining exhibits and must not be objectionable to other exhibitors or AANP. All exhibit booths must be carpeted to hide electrical layout and avoid trip hazards. When deemed necessary, the official general contractor, with approval from AANP Exhibit Management, will install any additional drapery for aesthetic purposes. All charges are the responsibility of the exhibitor. No roofing or floor covering may be used to span an aisle without special prior permission and approval from AANP Exhibit Management.

Inline & Periphery Booths

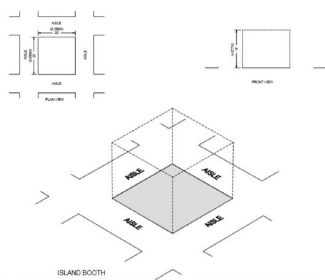
Backgrounds are limited to eight feet in height, inclusive of exhibitor name and logo and may be maintained up to 50% of the distance from the back wall toward the front of the space.

No obstructions in the front half of the booth above a height of 4' are permitted. Absolutely no storage of any kind will be permitted behind an exhibitor's booth. If an exhibitor does not comply, AANP Exhibit Management will have the items placed in storage or removed at the exhibitor's expense. Additional pipe and drape will be required at the exhibitor's expense for those booths that have exposed areas between the back wall of their structure and the back wall of the booth. In order to provide continuity for all exhibiting companies' sight lines, these rules will be strictly enforced.



Island Displays

An island booth is defined as a 400 square foot (20'x20') or larger exhibit space surrounded with aisles on all sides. Island booths must be reviewed and approved by AANP Exhibit Management. Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. The top of the booth's sign must not extend more than 22' from the exhibit hall floor and cannot block visibility of AANP signs. Variances will not be granted. Please note: Multi-level exhibits are not permitted.



Exhibitors who wish to construct an island booth are required to submit a drawing, rendering or plan (preferably digital) to AANP Exhibit Management for approval at least 30 days prior to exhibits opening. Any changes that occur after initial submission must be resubmitted to AANP Exhibit Management for approval prior to the conference. Should island booth construction at the show deviate from the actual floor plan submitted and approved, AANP Exhibit Management reserves the right to ask the exhibitor to make modifications and/or be removed at the exhibitor's expense. If island floor plans are not submitted and approved, AANP Exhibit Management reserves the right to have all or part of the booth modified and/or removed on-site at the exhibitor's expense.

Signage

Exhibit signs are permitted only within the confines of the booth. The top of any hanging banners or signs must not exceed 22' from the floor. AANP strictly prohibits the display of signage of any type by exhibitors throughout the convention center and official conference hotel(s). No signs can be posted, nailed or attached to columns, walls, floors, or other parts of the facility. The general contractor can handle advance orders of signs. Sign service will also be available on-site through the general contractor.

Decoration Restrictions

The use of latex products are restricted. Balloons and inflatables are prohibited.

Fire Regulations

All material used in the exhibit hall must be flameproof and fire resistant in order to conform to local fire ordinances and meet regulations established by the National Association of Fire Underwriters.

Booth Activities

Conduct

The conduct of each exhibit is subject to the approval of AANP Exhibit Management, which reserves the right to require modification and/or removal of any exhibit, which, in its opinion, is not appropriate to the 2023 AANP National Conference. This regulation also applies to displays, literature, advertising, novelties, souvenirs and the conduct of representatives, etc. All exhibitors are responsible for ensuring their representatives and/or agents adhere to all of these rules and regulations.

Noise

Electric or other mechanical apparatus must be muffled so any noise does not interfere with other exhibits. Exhibit representatives must keep their messaging and voice to a level that is not disruptive to neighboring exhibits and does not discourage attendees from visiting other exhibitors around their booth. If AANP Exhibit Management determines the sound is objectionable, it must be remedied immediately, or use of the sound equipment or device will be removed from the exhibit hall for the remainder of the conference.

Distribution of Material

No canvassing or distribution of advertising materials will be allowed outside an exhibitor's own booth space without pre-approval by AANP Exhibit Management. Material found in non-approved areas will be destroyed without notice.

Exhibit/Promotional Activity

All exhibits must be constructed or arranged so as to accommodate their visitors within the booth area. Aisles must be kept free of obstructions. No exhibitor may sell or recruit within the aisle space. No person, firm or agency who is not an official exhibitor may display or demonstrate products or services, solicit orders or distribute advertising material within any facility contracted by AANP for its 2023 AANP National Conference.

Subletting, re-assignment or apportionment of the whole or any part of space by an exhibitor is prohibited. No exhibitor may permit any other party to exhibit any goods or services other than those manufactured or handled by the contracting exhibitor in his space nor permit the solicitation of business by others within that space. No exhibitor may enter another exhibitor's booth without permission.

Each exhibiting company has only a terminable license to exhibit. If AANP Exhibit Management determines that an exhibitor has failed to comply with any rule or that the exhibit is not in good taste, AANP Exhibit Management can terminate this license and close the exhibit without notice and no refund of fees will be paid.

All applicable products must meet FDA guidelines and standards or be FDA approved. All products must meet state regulatory guidelines.

Photos/Videos/Images

Exhibitor consents to AANP using any photos, other images and any results of conference related activities that occur during the 2023 AANP National Conference for media outreach efforts, promotional campaigns, various publications/communications or other business purposes as determined by AANP without compensation. Photographing or video recording of any AANP conference activities is prohibited without prior written approval by AANP. Photographing or video recording another exhibitor's equipment or display without that exhibitor's permission is forbidden. AANP, its agent or security will confiscate the recorded or captured images of any exhibitor who violates these rules. Photography, video and audio recordings of attendees for promotional or commercial purposes (including use in printed materials, websites, and/or social media) must receive written permission/authorization.

Social Media

AANP posts frequent updates to its social media during conference:

Facebook: @AmericanAssociationofNPs

Instagram: @AANP_News

Twitter: @AANP_News

YouTube: @AANPnews

Exhibiting companies may use social media to generate interest in their booth as long as posts are not disruptive and are kept to a reasonable level. Exhibitors are encouraged to follow AANP's social media updates during the conference by using #AANP23. Exhibitors planning to engage attendees in social media campaigns must notify AANP. AANP reserves the right to restrict campaigns that are objectionable for whatever reason. Exhibitors must receive permission from attendees when using names or photos as part of a social media campaign. Photography, videotaping and audio recordings of attendees for promotional or commercial purposes (including use in printed materials, websites, and/or social media) must receive written permission/authorization.

AANP Name & Logo

The AANP name and logo are the exclusive property of AANP. They may not be used in any way, e.g. promotional literature, giveaways, by anyone else for any purpose without specific written approval from AANP Exhibit Management.

AANP Endorsement

Distribution of materials, brochures, samples or items and all related advertising and activities conducted during the conference does not constitute endorsement by AANP.

Sales/Order Tracking

Sales and order taking (entering into a contract of sale) are allowed, unless prohibited by law, on the exhibit floor. All transactions conducted on the exhibit floor must be consistent with the professional nature of the conference. Products or services must be exhibitor's own marketed product or service. AANP Exhibit Management reserves the right to restrict sales activities that it deems inappropriate or unprofessional. No selling of products or services is allowed outside the exhibit hall. Any exhibitor selling or taking orders during the conference must comply with all business licenses and sales and use tax requirements. Permission to sell items must be pre-approved by AANP Exhibit Management. To ensure you are in compliance with Louisiana State Laws, visit revenue.louisiana.gov. If you have questions, please contact:

Louisiana Department of Revenue
617 North Third Street
Baton Rouge, LA 70802
Phone: 855.307.3893

Staffing

Booths must be staffed at all times during exhibit hours by bona fide employees or representatives of the exhibitor. AANP Exhibit Management encourages exhibitors to have at least two personnel on-site. However, if a 10'x10' booth is manned by one person, small breaks may be taken. Booths left unmanned for an extended period of time may result in loss of accumulated priority points and/or may not be eligible to exhibit at future conferences. As a courtesy to the attendees and fellow exhibitors, AANP expects strict adherence to opening and closing hours. Booths found to be unmanned during the last two hours on the final day of exhibits may result in loss of accumulated priority points and/or may not be eligible to exhibit at future conferences.

Live Presentations

Promotional or educational activities using professional speakers or celebrities within the exhibit must be pre-approved in writing from AANP Exhibit Management. This includes clinical classrooms, celebrities or gimmicks.

Distribution of Continuing Education (CE) Activities

All educational activities for CE being distributed within the exhibit hall must be submitted to AANP Exhibit Management for AANP CE approval. Contact AANP Exhibit Management at AANP@corcexpo.com for instructions on how to obtain approval of any CE activities.

Food/Beverage

Food and beverage are permitted in exhibit booths upon prior approval by AANP Exhibit Management. All applicable products must meet FDA guidelines and standards or be FDA approved. All products must meet state regulatory guidelines. Instructions on how to submit your food & beverage request for approval will be included in the Exhibitor Service Kit. Questions may be directed to AANP Exhibit Management at AANP@corcexpo.com or 312.265.9646.

Porter Service

In an effort to maintain a clean environment, exhibitors who will be distributing giveaways and/or providing food & beverage or hospitality service in their booth must order porter service to remove empty boxes. Empty boxes may not be placed in the exhibit hall aisles, behind or adjacent to columns or in trashcans throughout the exhibit hall during show hours. AANP Exhibit Management reserves the right to request the general contractor remove the boxes at the exhibitor's expense.

Firearms/Weapons

Firearms/weapons are prohibited on the Ernest N. Morial Convention Center premises.

Children

Children under the age of 16 are not allowed in the exhibit hall at any time. During move-in and move-out, no one under the age of 18 will be permitted in the exhibit hall.

Animals

No animal other than an animal that qualifies as a “service animal” or police dog, as those animals are defined by law, shall be brought onto the property without the prior approval of the Ernest N. Morial Convention Center. This applies regardless of the type of animal or the length of time the animal will be on property. A service animal is not a pet. The ADA defines a service animal as any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability. A service animal is permitted to accompany the individual with a disability to all areas of the property where guests normally are allowed to go. The care and supervision of a service animal is solely the responsibility of the owner. The facilities are not required to provide care, food or a special location for the animal.

Clinical Tests

Any exhibitor wishing to provide screenings, testing and/or demonstration of products or equipment must request written permission from AANP Exhibit Management. It is the responsibility of exhibitors to adhere to FDA regulations, policies, practices and guidelines concerning the use of all medical equipment and procedures that are demonstrated in the exhibit hall.

Hazardous Waste

Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or biohazards. Exhibitors who generate material fitting these criteria in their booth are responsible for appropriate handling and disposal of bio-hazardous waste in compliance with all federal, state and local regulations.

Non-Smoking Facility

To provide a safe and healthy environment, the Ernest N. Morial Convention Center is a non-smoking facility. All interior areas are designated as non-smoking areas.

Music Licensing

License agreements with the American Society of Composers, Authors and/or Publishers (ASCAP) and Broadcast Music, Inc. (BMI) for music covered by exhibitors are the sole responsibility of the exhibitor. Music interfering with other exhibitors or attendees is not allowed. AANP does not play music in the exhibit hall.

Wireless Internet

AANP does not provide internet access within the exhibit hall. If your booth will have WiFi or MiFi network in your booth, please adhere to the following guidelines:

- Limit the network broadcast to cover your immediate booth area only.
- No hidden SSIDs are permitted
- Minimize the number of access points within your booth
- Cooperate with Exhibit Management as they coordinate wireless channels and power levels throughout the exhibit hall
- Wireless usage will be monitored through the conference to ensure that everyone has a positive experience

Security

AANP cannot guarantee against loss or damage of any kind.

Exhibitors are not to place product(s) or other items of value in their assigned booth until exhibit personnel are on-site. If any items of value are missing, please contact security immediately. All exhibitors are to take any valuable, personal and/or portable items out of their exhibits when the show is not open or make arrangements to provide additional security for their exhibit booth.

Exhibitors must wear the official AANP conference badge at all times and the badge is non-transferable. AANP Exhibit Management reserves the right to confiscate and revoke any badge and related exhibitor(s) at any time.

Exhibit Staff Registration

All personnel affiliated with an exhibit must be pre-registered for an exhibitor staff badge. Instructions on how to submit your exhibitor staff badge registration will be emailed to confirmed exhibitors once available. Each exhibitor will receive up to four (4) complimentary exhibitor badges per 100 square feet (10'x10') of exhibit space. Additional exhibitor badges may be purchased for a fee of \$25 per badge. All exhibit staff badge registrations must be received by Thursday, June 1, 2023. Admission to the exhibit hall and sessions will be by AANP conference badge only. AANP exhibitor badges allow admittance to the exhibit hall only.

Exhibit staff who wish to attend educational (CE and non-CE) sessions must register as a conference attendee. Badges will not be mailed in advance and, therefore, need to be picked up on-site at the exhibitor registration counter.

Exhibits must be staffed at all times during the hours the exhibit hall is open.

Each representative who is issued an exhibitor badge must be employed by the exhibitor or have a direct business affiliation. Only representatives who are employed by the exhibiting company and who will be staffing the booth are to be registered for an exhibit booth staff badge. Exhibitor badges are not to be issued to registrants who should pay the attendee registration fee.

Meetings, Events, Focus Groups, Research Activities and Unofficial Functions

AANP has strict policies for interaction with conference attendees and use of meeting space at the conference venue, restaurants, and area hotels for activities and events. These meetings include social functions, hospitality suites, promotional events, focus groups, research activities, educational events and exhibitor preconference meetings. Research activities include offsite meetings, market research and any other interaction with conference attendees that is not officially part of the 2023 AANP National Conference schedule and activities.

Information regarding AANP's policy and meeting/event space rental fees can be obtained by contacting AANP Sponsorship Management at AANP@corcexpo.com or 312.265.9646. Any exhibitor interested in planning these types of events must complete an ancillary meeting request form by Friday, May 12, 2023. Any company wishing to sponsor an ancillary meeting at the 2023 AANP National Conference must also be an approved exhibitor.

Surveys and Questionnaires

For exhibitors requesting to have attendees complete surveys and/or questionnaires, please note the following stipulations:

- Prior written approval from AANP Exhibit Management is required if an exhibitor wishes to have meeting attendees complete any type of survey or questionnaire. Submission of sample survey or questionnaire must be received by Friday, April 14, 2023.
- A copy of the survey/questionnaire must be submitted to AANP@corcexpo.com with a written statement of the purpose, specific identification of who will have access to the information provided by the survey/questionnaire and whether the information will be used in ads, publications or statements to any news or media source.

Giveaways, Sweepstakes, Contests & Drawings

Giveaways are permitted upon prior approval by AANP Exhibit Management. AANP encourages creative marketing strategies; however, it asks that good judgment be used so as not to jeopardize the professional atmosphere of the exhibit hall. All giveaway items other than the customary descriptive product literature must be submitted to AANP Exhibit Management for approval by Monday, May 1, 2023. Approved exhibitors will need to complete a form in their Exhibitor Console to submit details about booth activities including giveaways, sweepstakes, contents and drawings.

Plans to conduct sweepstakes, contests or drawings must comply with Louisiana State Laws and must be open to all conference attendees. In addition, AANP Exhibit Management must approve the entry form or other tool attendees may be asked to complete in order to be eligible for the giveaway, sweepstake, contest or drawing. All non-approved sweepstakes, contests or drawings will be immediately discontinued during the conference.

Distribution of newspapers, brochures, magazines, advertising or any printed material within the convention center and official conference hotel(s) is not allowed. Material found in non-approved areas will be destroyed without notice. AANP strictly prohibits the display of signage and distribution of materials of any type by exhibitors throughout the convention center and official conference hotel(s), except within the exhibit booth officially assigned to the exhibitor. This includes message centers, food courts, lounges, restrooms, hallways, elevators, shuttle buses, etc.

Admission to Exhibit Hall

Exhibitors wearing badges may enter the exhibit hall one hour before the opening of the exhibition each day. Exhibitors are to exit the exhibit hall after the close of the hall each day. Exhibitors needing access to the exhibit hall at times other than these, must obtain approval from AANP Exhibit Management and provide ID to security upon entering the exhibit hall. Only exhibitors with badges will be permitted to enter the exhibit hall before or after exhibit hall hours.

Install

Installation of exhibits must be carried out during the times listed on page 5. All crates and packing material must be unpacked and be ready for removal from the exhibit area by 12 p.m. on Thursday, June 22, 2023. These materials should be nested as much as possible. Storage stickers must mark all containers to be stored and returned at the close of the exhibits. These stickers will be available at the General Contractor's Service Desk. Any exhibit that is not unpacked at this time will be put in storage and can be retrieved only after the exhibits close on the first day. Containers or skids without storage stickers will be considered refuse and discarded. No refuse, such as empty cartons, may be placed in the aisles after the exhibit area is swept for the final time after 12 p.m. on Thursday, June 22, 2023.

Crates, boxes and cartons may not be stored behind booth backgrounds. Nothing of value should be left in crates that are going into storage. Any space that has not been claimed and occupied or for which no special arrangements have been made prior to 12 p.m. on Thursday, June 22, 2023, may be resold or reassigned by AANP Exhibit Management, without obligation on the part of AANP or AANP Exhibit Management for any refund whatsoever.

Dismantle

Dismantling of exhibits must occur only during the times listed on page 5. Exhibits must remain intact until 1:30 p.m. on Saturday, June 24, 2023. The packing of equipment, literature, etc. or dismantling of exhibits will not be permitted until the official announcement that the exhibit hall is closed at 1:30 p.m. on Saturday, June 24, 2023.

Any exhibit found to be unmanned, packed or in the process of packing or dismantling prior to the official close of the exhibit hall may result in the loss of accumulated priority points and/or the eligibility to exhibit at future conferences.

At the close of the show, the general contractor will provide an Outbound Material Handling Form, shipping labels and clerical assistance in preparing your outbound shipment. If it is necessary to haul any crates to a warehouse, a trucking warehouse charge will be assessed. Further information will be included in the Exhibitor Service Kit. All exhibit fiber cases, crates and boxed material must be packed and ready for removal from the exhibit hall by 10 a.m. on Sunday, June 25, 2023.

General Service Contractor

Full contact information for the general contractor will be included with your exhibit booth assignment confirmation and in the Exhibitor Service Kit. Exhibitors are urged to order all services required in advance (See Exhibitor Service Kit information below). The general contractor will also have a Service Desk available during the install period and will remain in operation throughout the exhibit hall hours. Exhibitors may verify and adjust the requirements for install, furniture, audiovisual and other auxiliary services through this Service Desk. A complete list of charges will be available in the Exhibitor Service Kit.

Exhibitor Service Kit

An Exhibitor Service Kit, which includes forms for ordering the following services: furniture, electric, telephone, plants, booth cleaning, audiovisuals and labor, as well as information regarding shipping and material handling will be sent via email to confirmed exhibitors once available.

Booth Cleaning

Booth cleaning services are the responsibility of the exhibitor; this includes vacuuming and garbage removal, which, if required, must be ordered using the form that will be provided in the Exhibitor Service Kit. AANP Exhibit Management will arrange to have aisles cleaned.

General Rules

Union Regulations and Jurisdiction

Specific rules and regulations regarding install, dismantle, labor requirements and regulations will be published in the Exhibitor Service Kit. For clarification to avoid any misunderstanding regarding carpenters and labor, contact the general contractor, who will do its best to clarify, in order to make this conference run smoothly and be cost effective for every exhibitor. Please do not wait until the conference to resolve concerns that can easily be taken care of in advance.

Material Handling

The general contractor is responsible for the delivery, unloading, reloading and processing of all exhibitors' freight shipments. Services provided by the general contractor are as follows:

- Receive and store all shipments a maximum of 30 days prior to the initial installation
- Deliver exhibit materials to the exhibit hall and place in booths
- Remove the empty crates, fiber cases and boxes and put them in storage
- Return the empty crates, fiber cases and boxes to the booths when the exhibit hall closes
- Loose and unpacked equipment will not be accepted at the warehouse.

All material handling rates include pick-up, storage during the 2023 AANP National Conference and return of materials to the exhibitor's booth. All shipments must be sent prepaid. All freight shipments should be made on straight bills of lading. Bills of lading should be addressed in a manner identical to exhibit material. Correct weights should be provided; otherwise, receivers' estimated weights will prevail. COD shipments will not be accepted. All material handling, forklift operations and work requiring material handling equipment is to be performed by the general contractor.

Union jurisdiction prevails over the operations of all material handling equipment, all unloading and reloading, and handling of empty containers. Space is limited at the dock sites and controlled by prevailing union or teamster jurisdiction.

An exhibitor may only move material into or within the exhibit hall that can be: a) hand carried without the use of dollies, hand trucks or other mechanical equipment and b) accomplished in one trip.

Exhibitor Appointed Contractors

Exhibitors who plan to use the services of a designated contractor(s) (i.e. install and dismantle, audiovisual, floral, photography, security guards, display house, etc.) other than the Official Contractors identified in the Exhibitor Service Kit must abide by the following:

- Worker's Compensation Insurance in accordance with applicable state or local law covering the employees of on-site firm.
- Employers' Liability insurance in minimum limits of two million dollars (\$2,000,000) per occurrence or accident.
- Commercial General Liability insurance including blanket contractual liability and personal injury coverage with limits of liability of at least two million dollars (\$2,000,000) in any one occurrence.
- Commercial Automobile Liability insurance insuring any owned, non-owned and hired vehicles to be used in and out of the facilities in the amount of two million dollars (\$2,000,000) in any one occurrence or accident.
- All required insurance policies shall provide that the insurance carrier will give written notice to AANP Exhibit Management at least fifteen (15) days prior to any cancellation or non-renewal of the policy. On-site firm's failure to provide Certificate of Insurance as set forth above will result in refusal to permit on-site firm (including exhibitors, authorized contractors, etc.) on the property of a Released Party for purposes of AANP's Event.

- Insurance policies on all personal property owned, leased or hired by, or in the care, control or custody of the on-site firm and/or exhibitor during the Event Dates. Such policies shall provide coverage for risks, including earthquake, flood and theft, with a deductible per loss of not more than one million dollars (\$1,000,000). All insurance coverage required shall be primary coverage regardless of any coverage maintained by American Association of Nurse Practitioners (AANP), Corcoran Expositions, Inc., Freeman, Encore and Ernest N. Morial Convention Center and each of their parents, subsidiaries and affiliates and each of their officers, directors, agents and employees (individually and collectively the "Release Parties") for any qualifying incident arising hereunder and shall be issued by companies authorized to do business in the State of Louisiana. With the exception of Worker's Compensation, all insurance required to be provided must also include a waiver of subrogation in favor of the Additional Insured's and Indemnities and be primary and non-contributory with any insurance carried by the Additional Insured's and Indemnities.
- The appropriate number of labor personnel must be ordered by the display house/service firm. Additional orders may be placed on-site.
- Upon arrival at the exposition site each day, display house/service firms must check in with exhibitor registration to receive work/labor badges, which will allow them access to the show floor.
- Service firms may not solicit business on the exhibit floor at any time.
- Service firms must follow all of the installation and dismantling rules and regulations in a timely and professional manner and must supervise work within AANP's established deadlines.
- Service firms must cooperate with the official designated contractors especially by not interfering with the efficient use of the official contractors' workers. Service firms found to be in violation of AANP rules and regulations may be immediately barred and/or denied access to future AANP conferences.

Contract Obligations

By completing the American Association of Nurse Practitioners (AANP) Exhibit Space Application for the 2023 AANP National Conference, the exhibitor and management company (collectively referred to as "exhibitor" or "exhibit") acknowledge that they have fully read and agree to comply with all information provided in this Exhibitor Prospectus, as well as related procedures, forms and communications. Completion of the application process represents a firm and binding contract with the understanding and agreement to abide by all rules, regulations and conditions of AANP and the conference venue. Failure to abide by such rules and regulations result in forfeiture of all monies paid or due to AANP under terms of this agreement and no booth space will be provided.

Insurance

It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. The AANP, Corcoran Expositions, Inc., Freeman, Encore and Ernest N. Morial Convention Center and each of their parents, subsidiaries and affiliates do not carry insurance of any sort on the exhibit or other property of Exhibitors and the above referenced entities assume no liability for loss or damage thereto from any cause.

Indemnification

The exhibitor agrees to indemnify, protect, save and keep AANP, Corcoran Expositions, Inc., Freeman, Encore and the Ernest N. Morial Convention Center and each of their parents, subsidiaries and affiliates and each of their officers, directors, agents and

employees(individually and collectively the “Indemnified Parties”) forever harmless from any and all claims for personal injury or death, or losses or damages to property in connection with the exhibitor’s participation in the Conference, and any and all losses, damages or charges imposed for violation of any law or ordinance by the exhibitor or exhibitor’s employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement(s) between or among AANP, Corcoran Expositions, Inc., Freeman, Encore and the Ernest N. Morial Convention Center regarding the exhibition premises except for any claims or losses that arise from the gross negligence or willful misconduct of AANP, Corcoran Expositions, Inc., Freeman, Encore or the Ernest N. Morial Convention Center. Further, exhibitors shall at all times protect, indemnify, save and keep harmless the Indemnified Parties from any and all loss, cost, damage, liability or expense which arise out of, from or by reason of any act or omission of the exhibitor or exhibitor’s employees or agents.

Release of Liability

The AANP, Corcoran Expositions, Inc., Freeman, Encore and Ernest N. Morial Convention Center and each of their parents, subsidiaries and affiliates and each of their officers, directors, agents, employees, members and guests (individually and collectively, the “Released Parties”) do not assume any responsibility for personal injury or death or loss or damage to property, including exhibits, equipment, personal belongings, etc. except for personal injury, death or loss or damage to property that arises from the gross negligence of the Released Parties. The exhibitor assumes entire responsibility and liability for any and all claims, losses, or damages arising out of personal injury or death or loss or damage to property, including the exhibitor’s display materials and other property, employees or contracted labor brought upon the premises, and agrees to indemnify and hold harmless the Released Parties against any and all claims for personal injury or death, or losses or damages to property, except such injury, death, loss or damage resulting from gross negligence or malice of Released Parties. To avoid damage to your equipment or display, please remain with your exhibit until your crates are returned and your material is packed.

Copyright

Exhibitor agrees that it is their responsibility to ensure the company represents and warrants the exhibit booth, graphics and collateral do not violate any copyright, proprietary or intellectual property rights of others; and it is factually accurate and contains no matter defamatory or otherwise unlawful. Exhibitor is solely responsible for the content of the exhibit booth, graphics and collateral. It is not AANP’s responsibility to review or monitor the exhibit booth, graphics and collateral for copyright or other legal compliance.

Cancellations of Exhibitors

AANP reserves the right to cancel or deny any company or organization the opportunity to exhibit at its conference for any reason including, but not limited to, if it deems the company or organization is inappropriate for the participants or multiple companies with like goods or services have already been accepted to exhibit. AANP reserves the right to refuse any exhibit application and/or exhibit.

Force Majeure

It is mutually agreed that in the event that AANP should find it necessary to cancel or postpone the 2023 AANP National Conference for any reason, including but not limited to low

registration, strikes, outbreak of disease or illness, epidemic or pandemic, acts of nature, war, terrorist acts or other circumstances beyond AANP’s control, this agreement will be terminated immediately, and AANP shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

Violations

Violations of any of these rules and regulations on the part of the exhibitor, its employees or agents shall nullify the right to occupy space, and such exhibitor shall forfeit to AANP all monies which have been paid or due. Upon violation of any of these regulations on the part of the exhibitor, its employees or agents, AANP is given the right to terminate, the right to occupy space and may re-enter and take possession of the space and remove all persons and goods at the exhibitor’s expense. Exhibitors shall be liable for all damages which AANP may incur and forfeit all monies paid or due. The exhibitor expressly waives the serving of a written notice to re-enter and terminate.

Amendments of Rules and Regulations

All matters and questions not covered by these regulations are at the discretion of AANP and its agents. These regulations may be amended any time by AANP and all amendments that may be so made shall be equally as binding, upon publication, on all parties affected by them as were the original regulations.

Americans With Disabilities Act (ADA)

The Ernest N. Morial Convention Center is responsible for complying with the public accommodations requirements of the Americans with Disabilities Act (ADA). AANP is responsible for complying with certain defined public accommodations requirements of ADA within the meeting and event rooms and exhibit hall space used by AANP. If you have any related questions, require special accommodations or auxiliary aid needs relating to a disability for your conference participation, please notify AANP Exhibit Management at AANP@corcexpo.com, no later than Friday, May 12, 2023.

COVID-19

Our company consents to participate in the 2023 National Conference. Exhibitor understands that the World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic, and acknowledges that the AANP and Corcoran Expositions, Inc. are working closely with local and federal guidelines and recommendations to plan and hold the National Conference in order to minimize the potential for COVID-19 transmission amongst participants. By submitting an exhibitor application, exhibitor acknowledges and agrees that they are fully responsible for their own safety and actions while participating in the National Conference, and recognizes that their employees may be at risk of contracting COVID-19 through no fault of AANP or Corcoran Expositions, Inc.

With full knowledge of the risks involved, exhibitor hereby releases, waives, covenants not to sue, and further agrees to indemnify, defend, and hold harmless the Released Parties from any and all liabilities, claims, demands, actions, causes of action, costs, expenses, damages, and lawsuits whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by exhibitor, or its employees, related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.

Important Contact Information

In order to give you the best service, please do not wait until the conference to ask questions, express concerns or resolve challenges that can easily be taken care of in advance.

We are here to assist in making this a successful conference, so feel free to contact us!

Exhibit Manager:

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Sponsorship Sales:

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Save The Date!

2023 AANP Fall Conference
September 7-10, 2023
Austin, TX

2024 AANP Annual
Conference
June 25-30, 2024
Nashville, TN

AANP EVENTS